

Position: Accounting Clerk

Location: Memphis, TN

Posted: 10/15/2026

Accounting Clerk

An Accounting Clerk position is available in the Crye-Leike Corporate Headquarters in Memphis, TN Accounting Department. Office hours are Monday-Friday, 8:30 am-5:30 pm.

Job Duties

- Administrative Support: Assist agents with general inquiries, maintain organized files, and answer office phone calls as needed;
- Invoice & Payment Processing: Verify vendor invoices and payment requests for accurate calculations, correct manager approvals, and complete supporting documentation;
- Commissions: Enter contracts and assist with commission processing;
- Disbursements & Escrow: Cut escrow checks and process vendor invoices in a timely manner;
- And other duties as assigned.

Qualifications

- Proficiency in Microsoft Office programs (Word/Excel/Outlook).
- Ability to handle confidential information in a discreet, professional manner.
- Detail oriented, team player, organized and capability to learn new material quickly.
- Real Estate office experience is a plus.
- Must be able to complete required daily entries and deadlines.
- Ability to prioritize and multi-task.
- Effective oral communication skills.
- Strong telephone and customer service skills.
- Use 10-key.
- Strong work ethic and initiative.

About Crye-Leike®

Crye-Leike® is a full service real estate company founded in Memphis in 1977. Today it's the nation's 4th largest real estate company and the largest serving markets in Tennessee, Arkansas, Georgia, Mississippi, and across the Mid-South. Crye-Leike® has a network of more than 3200+ licensed sales associates, 600+ employees and over 130+ branch and franchise offices located throughout a seven-state region in Alabama, Arkansas, Florida, Georgia, Kentucky, Mississippi, Tennessee and Puerto Rico. To learn more about Crye-Leike®, visit www.crye-leike.com.

To Apply

Apply for this position on Zip Recruiter. Link is provided below:

<https://www.ziprecruiter.com/job/ec782bac>

Crye-Leike® is an Equal Opportunity Employer.