



**RE/MAX  
RESULTS**

**JOB POSITION:** Commission Processor  
**PRIMARY LOCATION:** Eden Prairie, MN  
**POSITION STATUS:** Hourly, Non-Exempt  
**POSITION HOURS:** Monday- Friday, 8:00 AM - 5:00PM (one-hour unpaid lunch)  
**AVAILABILITY:** Immediate

RE/MAX Results is the largest RE/MAX franchise in the United States and the largest privately held brokerage in Minnesota. With 42 office locations and over 1,300 Sales Executives throughout Minnesota and western Wisconsin, we are committed to serving our agents and their real estate business.

RE/MAX Results is currently seeking an experienced Commission Processor at our corporate office in Eden Prairie, MN.

**JOB DUTIES AND RESPONSIBILITIES (include, but are not limited to):**

- Timely and accurately process commissions for sales executives
- Assist closers, sales executives, assistants, and office managers with commission-related issues
- Research and correct daily account reconciliations, as needed
- Track and report monthly broker commission fee waivers and deductions
- Accounts Payable processing, as needed
- Excel spreadsheet and file maintenance
- Physical in office presence and regular attendance is required
- Other sales accounting duties, as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong organization and time management skills
- Detail-oriented, high level of accuracy
- Excellent follow-through abilities
- Associate's degree in accounting
- Ability to work overtime, when needed
- Strong written and verbal communication skills
- Ability to handle and prioritize multiple tasks and meet all deadlines
- Proficiency with Microsoft Office applications
- Excellent written/verbal communication and interpersonal skills

**Compensation:** Pay is commensurate with experience and qualifications plus a comprehensive benefits package including medical, dental, vision, long-term, short-term, critical, accident insurance, 401k Savings and Retirement (with company match).

If you are interested in applying for this position, please send your cover letter and resume to:  
[rachel.boyd@results.net](mailto:rachel.boyd@results.net)

*RE/MAX Results is an EOE. We are committed to hiring individuals who contribute to the cultural diversity of our workplace. Employment at RE/MAX Results is based solely on a person's merit and qualifications directly related to professional competence. Our hiring decisions are guided by our equity value; embracing differences, seeking to eliminate racism and other forms of discrimination, and striving to create a workplace in which everyone matters.*