

Property Accountant

Responsibilities:	<ul style="list-style-type: none"> • Responsible for general accounting functions for multiple commercial properties within our portfolio. • Performing monthly, quarterly, and year-end closings of general ledger in accordance with GAAP. • Preparing all work papers and variance analyses for assigned properties. • Preparing monthly, quarterly, and annual financial statements as required by specific management or lender agreements. • Preparing straight-line schedules pursuant to lease agreements. • Preparing amortization schedules pursuant to loan agreements. • Reviewing expense funding requests and all invoices for proper GL classification and sufficient supports. • Reviewing monthly reports from 3rd party management company. • Reviewing annual operating expense/CAM reconciliations. • Reviewing annual property budgets. • Interfacing with 3rd party management companies and asset managers. • Tasks as assigned by the Controller-CAO.
Equipment and Software Used:	MRI, FAS500, AVID payable, Excel, WORD.
Experience and/or Education Required:	<ul style="list-style-type: none"> • 2 to 4 years commercial (preferably of an owner capacity) property accounting experience. • A mix of commercial real estate with some public accounting firm experience will be considered. • Bachelor's degree in Accounting. • Good knowledge of GAAP. • Strong working knowledge of Excel. • Proficiency in MRI is a plus.
Skills and Abilities Required:	<ul style="list-style-type: none"> • Ability to take initiative and work with minimal supervision to complete assigned tasks successfully. • Good organization skills with multi-tasking abilities to meet stringent deadlines in a fast paced, results-oriented environment. • Excellent analytical, time management, written and verbal communication skills is a must.

