

Company: Glen Una Management Company Position:  
Staff Accountant - Commercial Real Estate  
Compensation: FT 40 hours per week; \$24/hour

Required Experience: Four-year degree with a concentration in accounting preferable; some experience in commercial real estate accounting; experience with Yardi Voyager Accounting Software a plus.

Job Description and Responsibilities:

- This person will report directly to the Accounting Manager.
- Will handle all transaction accounting for assigned properties.
- Transaction accounting functions to include collections and payables.
- Set up and maintain lease files electronically for existing and new tenants.
- Set up and maintain current and new vendor files and obtain all necessary vendor information.
- Assist with Year End Cam Reconciliations
- Assist with new property acquisitions, such as, transferring utility accounts , etc.
- Good communication, both verbal and written, required.
- Special Projects as requested