



Property Accountant Job Description

Job Title: Property Accountant

Department: Accounting

Reports To: Regional Property Manager

FLSA Status: Exempt (not eligible for overtime)

SUMMARY:

The Property Accountant will provide accurate and timely financial information to senior managers, partners, third party accountants, property managers and others to assist them in their decision making. Reporting to the Controller, this position will have daily contact with other accounting department staff members including Property Managers and Office Administrators. This position will also have frequent interaction with Property Managers to assist with tenants' billing inquiries and monthly income statement variances and will work with third-party accountants during tax season audits.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Prepare monthly financial statements for portfolio of properties for review
- Document and support the general ledger accounts including subsidiary ledgers if applicable, review the entire general ledger
- Maintain and collect inter-company accounts
- Prepare monthly variance reports for senior management and property managers, etc.
- Distribute monthly financial statements to property managers
- Prepare quarterly financial statements
- Prepare audit and tax work papers for portfolio of properties

- Provide a closed trial balance for each company, supporting work papers for each balance sheet account
- Work with external auditors and lenders
- Assist with budget preparation
- Work with outsourced provider of depreciation and amortization projections, provide debt payment data, compute rent projections, prepare reimbursable charges for tenants, and assist property manager with overall budget and reforecast preparation
- Perform accounting functions related to billing and accounts receivable: input new tenant leases, maintain written definitions of reimbursable reconciliation codes, bill tenant rents monthly, compute and bill tenants for all reimbursable charges
- Respond to tenant, property and owner inquiries in a timely manner
- Perform other miscellaneous accounting functions: assist property managers with coding of accounts payable invoices and miscellaneous cash receipts; calculate management fees monthly, prepare summary of capital projections quarterly
- Complete project summary accounting tasks: update cash flow and taxable income projection semi-annually, maintain a current debt summary report and provide reporting requirements
- Understand all lender requirements and provide necessary reporting to lenders
- Full lease administration
- Any additional duties or special projects as assigned

EDUCATION and/or EXPERIENCE:

Education and experience include, but may not be limited to:

- Bachelor's degree in Accounting plus one to two years accounting work experience, or equivalent combination of education and experience
- Requires specialized knowledge of Excel and personal computers; knowledge of Microsoft Outlook; CPA desirable
- Knowledge of MRI, Yardi and AVIDX change software a plus

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual is a plus (Spanish).

MATHEMATICAL SKILLS:

Strong math and analytical skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and formulas.

REASONING ABILITY:

Moderate. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

COMPUTER SKILLS:

Should be comfortable using Word, Excel, and email.

PHYSICAL DEMANDS:

Must be physically able to walk, stoop, kneel, carry and lift up to 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

The employee is required to stand, walk, and sit. Employees must be able to hear to perform their essential job functions.

DRIVING/TRAVELING REQUIREMENTS:

Minimal need (0% to 5% of the time) to utilize personal transportation. Must have a valid driver's license and current proof of automobile insurance.

WORK ENVIRONMENT:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

ADDITIONAL REQUIREMENTS:

A Property Accountant must fulfill the performance standards of this position and comply with policies, rules and procedures of the company. Including those set out in the Employee Policy Manual, or otherwise communicated (verbally or in writing) to employees.

This job description is intended to describe the general nature and responsibilities of this position. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments requested by supervisors, managers or other company officials.

This job description does not constitute an employment contract between the company and any employee.