**PROPERTY ACCOUNTANT**

**Job Summary**

The Property Accountant ensures that the financial statements for their portfolio are completed timely and accurately. This includes, detailed review of monthly financial statements and general ledger, along with reviewing daily transactions to ensure accuracy and compliance with internal and external policies. Additionally, the Property Accountant assists the Controller with the monthly, quarterly, and annual closing process as well as other ad hoc projects as needed.

**Job Responsibilities**

* Prepare journal entries and monthly bank account reconciliations.
* Update fixed asset system for additions and disposals and record monthly depreciation/amortization.
* Perform assigned monthly, quarterly, and annual general ledger closing processes including fluctuation/variance analysis.
* Compile data and prepare a variety of reports such as balance sheets, profit and loss statements, and other documents that project the organization's financial position.
* Ensure that CAM reconciliations are accurate and that the company is being reimbursed for expenses as allowed by each lease.
* Review and post monthly rent, opex, and misc charges for all tenants.
* Review and post cash receipts, as needed.
* Review payables and process vendor invoices for payment as needed.
* Prepare and submit Sales & Use Tax returns, as applicable.
* Other ad hoc projects and duties as assigned.

**Job Qualifications**

* 3-5 years of related accounting/reporting experience.
* Intermediate understanding of accounting principles and ability to apply those principles to job assignments.
* Intermediate competence in Microsoft Excel and Outlook.
* Ability to interact with property managers and team members; Excellent communication skills, both verbal and written.
* Yardi and Avid experience is a plus.
* Real estate industry experience is a plus.
* Ability to act and work with a high level of self- motivation, ability to multi-task, and thrive in a deadline-oriented environment.
* Ability to take initiative in routine problem-solving, and to present possible solutions to supervisor for feedback regarding more complex issues /or problems.

**Education**

* Minimum Education: Bachelor's Degree in Accounting.