

Job Title: Senior Project Accountant
Reports To: Accounting Manager
FLSA Status: Exempt
Department: Accounting
Classification: Full Time Regular; 40 hours per week

Summary: Responsible for monthly, quarterly and annual financial reporting to owners and other parties as specified; researching questions from owners and Property Managers that arise regarding the reports by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Preparation of financial packages on both cash and accrual basis for assigned property portfolio primarily utilizing Yardi accounting software, and MRI software on select properties. Accountants shall perform detailed financial analysis of property results, and shall provide assistance to property managers with their reviews of financials. Accountants are responsible for ensuring accuracy of financial statements while achieving reporting deadlines.
2. Coordination with property managers and supervisors in a timely manner for review and final preparation of monthly variance report and reporting packages.
3. Preparation of monthly bank reconciliations.
4. Assistance with owner distribution check preparation and management fee calculations by specified dates.
5. Preparation of journal entries as required for month end close.
6. Approval of weekly payable invoices for respective properties.
7. Prepares and records the monthly Debt Mortgage payments.
8. Assistance in the payment, coding, timing and processing of property tax payments as requested by the owner. Works with property management to assist in assessing cash needs and lender coordination of tax payments. Maintenance of property tax schedule for all property taxes including original valuations and final tax assessments.
9. Annually assist in completing the year end audits for portfolio properties, as required.
10. Annually assist with the year-end balance transfers and uploading of approved budgets on select properties.
11. Annually assist in tenant recovery reconciliations.
12. Responsible for the Management Fee setup in Yardi and the posting of the invoices.
13. Review leases for terms, and review or prepare lease abstracts as required.
14. Maintain high level of professionalism in providing accounting service for owners and property management.
15. Monthly/Quarterly/Annually assist in completing the required loan compliance documentation.
16. Assist the Accounting Manager in the training and mentoring of project accountants.
17. Annually assists in the preparation of tax packs for year-end tax reporting on assigned projects.
18. Assist with the set-up and/or removal of properties within Yardi.
19. Works with assigned team to research more complex accounting issues.
20. Other tasks as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree (B.A.) from a four-year College or University; or two years' experience and/or training related to commercial property accounting.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and mathematical equations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have proficiency with Microsoft Office, including intermediate Excel functions; Candidate should have experience with Yardi (preferred), MRI or similar property accounting software.

Special Skills:

Candidate must possess analytical abilities, and be able to take ownership of reporting responsibilities. Candidate shall be able to work effectively under pressure.

Experience in commercial property management accounting preferred.

Exposure to both accrual and cash accounting preferred.

Experience reviewing financials for re-classes, working with budgets and variances and preparing journal entries preferred

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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.

Physical Demands:

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 individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is regularly required to sit; use hands and reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl.