



JOB DESCRIPTION

Job Title:	Property Accountant
Department/Location:	Accounting/Madison
Reports to:	Accounting Manager
Position Supervises:	None
Fair Labor Standards Act (FLSA) Status:	Exempt/ Salary
Employment Status:	Full Time/Part Time
Revision Date:	September 2021

JOB SUMMARY

The Property Accountant maintains the General Ledger accounts and business transactions for multiple residential and commercial properties, applying Generally Accepted Accounting Principles (GAAP) and Tax Accounting concepts, which include analytical work and thorough review of financial records. Provide management with financial information such as financial statements and cash flow.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Maintain financial records for a portfolio of properties
- Perform the month-end close-includes complex bank reconciliations, account reconciliation, recording journal entries, and analysis of variances compared to budget/prior year.
- Review vendor invoices for accuracy (vendor ID, invoice #, dollar amount, accounting period, property and account codes) and approve for payment. Process vendor invoices for payment based on due date and available cash flow.
- Assist with the preparation and review of annual budgets, as well as multiyear projections.
- Prepare year-end financials and supporting schedules for an outside CPA firm. Review and post year-end tax adjustments, discuss any usual entries and reconcile to provided balance sheet.
- Review cash flow for any irregular activity or cash needs. Make transfers between accounts as needed. Help with cash projections and planning.
- Prepare CAM reconciliations on an annual basis and communicate overages/shortages to tenants. Review leases to ensure that correct accounts are being included in the reconciliation.
- Prepare and review tenant invoices and monthly rent increase letters for commercial tenants.
- Prepare, record and file monthly sales tax reporting.
- Answer accounting and financial questions by researching and interpreting data for both internal and external customers, as needed.
- Assist with developing and implementing accounting procedures by analyzing current procedures and recommending changes.
- Account for construction projects using the Job Cost module of Yardi.
- Be a resource to other staff members for accounting/property management software questions.
- Assist in compliance with loan documents by making sure reports are sent out timely.
- Other duties as required.



JOB KNOWLEDGE, SKILLS & ABILITIES

- Demonstrate a proficient level of professional skill and/or knowledge in accounting and keep current with developments and trends. Knowledge and ability to use applicable information technology and systems to meet work needs.
- Excellent verbal and written communication skills, with the ability to clearly communicate issues with all levels of management.
- Detail oriented.
- Ability to prioritize and manage multiple tasks at same time.
- Excellent analytical and problem-solving skills.
- Proficient in Microsoft Office (especially Excel).
- Yardi experience a plus.
- Self-directed, able to manage effectively and complete tasks in demanding timelines and with competing priorities.

EDUCATION/CERTIFICATION/LICENSURE

- Associate Degree or equivalent work experience

EXPERIENCE

- 2+ years staff level accounting experience
- Experience in Real Estate and Property Management a plus.



PHYSICAL REQUIREMENTS

	NOT REQUIRED	OCCASIONALLY (0-33%)	FREQUENTLY (34-66%)	CONTINUOUSLY (67-100%)
Standing		X		
Walking		X		
Sitting				X
Lifting				
Carrying				
Pushing				
Pulling				
Climbing				
Balancing				
Stooping				
Kneeling				
Crawling				
Reaching				
Handling				
Speaking			X	
Hearing				X
Seeing				X
Color Vision				
Depth Perception				

I have read the above job description and acknowledge my understanding of the duties and responsibilities set forth herein.

Employee Name (please print): _____

Employee Signature: _____ Date: _____