



Internal Job Posting

Job Title:	Property Accountant
Department/Location:	Accounting/Madison (temporarily remote)
Reports to:	Accounting Manager
Fair Labor Standards Act (FLSA) Status:	Salary Exempt
Employment Status:	Full-Time
Revision Date:	10/2020

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.
- Prepare and review 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 unusual 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.
- 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.
- Other duties as required.
- Assist with annual audits of properties, as required.
- Assist in compliance with loan documents by making sure reports are sent out timely.



QUALIFICATIONS

- 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

- 4 year accounting degree or equivalent.

EXPERIENCE

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

WORKING CONDITIONS

- Temporarily remote.
- Office environment.

TO APPLY

Qualified candidates may forward resume and cover letter to Human Resources at HR@ULI.COM and include “**Property Accountant**” in the subject line.

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