

PROPERTY ACCOUNTANT JOB DESCRIPTION

Accounts Payable

- Funding requests
- Enter payables
- Process checks
- Calculate management fees
- Contingent rent

Accounts Receivable

- Tenant billing
- Cash Posting
- Reconcile bank statements
- Monitor parking receipts
- Maintain and generate rent roll
- Collections of past due rents

Monthly Responsibilities

- Preparation of monthly financials
- Reconciliation of general ledger accounts

Annual Responsibilities

- Annual budget
- Rent schedules
- Operating expense reconciliations
- Bill for property tax payments

General Duties

- Assist tenants
- Notary
- Provide information to owners
- File check copies

Summary

The accountant works very closely as a partner with on-site property management personnel in achieving overall property management goals. The accountant will be responsible for the full accounting cycle from generating tenant rent statements, to applying cash receipts, to issuing vendor checks and then complete preparation of a full set of financials and supporting schedules by specified deadlines.

The accountant is also responsible for cash management for the portfolio as well. All financial statements and supporting schedules are customized to accommodate the needs of the client and/or property management.

General Requirements

The successful candidates will be detailed, organized and be able to handle multiple projects and deadlines at any given time. The candidates will also be professional and customer service oriented. The candidates will also be able to communicate with co-workers, management, clients and vendors in a professional and courteous manner.

Specific Requirements

- A BA/BS degree is required in accounting or equivalent extensive accounting experience
- At least 2 years of accounting experience
- General Ledger Experience: Creating journal entries, establishing accruals, and actual preparation of financial statements
- Experience in handling financial reporting for multiple entities is a plus
- Able to quickly adapt to fast paced environment and learn
- Proficient with Excel, Word, YARDI, MRI and Outlook

If interested, please contact Lynn Sugg of Cassidy Turley at 615-301-2840. Resumes can be e-mailed to lynn.sugg@cassidyurley.com.