

# Property Accountant

**Reports to:**

Controller

**Date:**

January 19, 2018

**Mission Statement:**

Menashe Properties is currently looking for a Real Estate Portfolio Accountant who will put their outstanding organizational skills and professional business relationships to work for a growing, profitable, commercial Real Estate firm. This position will work directly alongside the Controller on a large Commercial Real Estate Portfolio performing special projects, accounts payable and receivables, rent collections, monthly billings and reports.

**JOB DESCRIPTION****Essential Functions:**

- Reports directly to Controller.
- Special projects as needed.
- Accounts Payable & Accounts Receivable duties.
- Maintain checks and balances.
- Update and maintain billing contacts in system database.
- Monitor & reconcile job cost module for large capital improvement projects.
- Prepare deposits and monthly bank reconciliations for portfolio.
- Generate tenant billings for review, calculate charges, and process bill backs.
- Support Real Estate Management team with financial matters.
- Rent/CAM collections.
- Assist with monthly closing.
- Journal entries for allocation of expenses to property level.
- Set up and review of Lease Abstracts, Rent Rolls, Budgets.
- Assist with annual CAM reconciliations and Budget preparations.
- Support Controller with year-end closing processes.
- Gather requested information for CPA.
- Update and improve accounting systems on a continual basis..
- Maintain confidentiality and security of financial information.

# Property Accountant

## Competencies:

- Timeliness and adherence to accounting schedule and deadlines.
- Ethical conduct.
- Problem solving skills.
- Advanced analytical skills.
- Organized and detail oriented.
- Independently driven to complete tasks and maintain important deadlines.
- Flexible and professional demeanor.
- Knowledge of financial terms and principles preferably with a real estate background.
- Ability to calculate percentages.
- Ability to comprehend and interpret instructions, short correspondence, and memos.
- Ability to ask clarifying questions to ensure understanding.
- Ability to write routine reports and correspondence.
- Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor.
- Ability to manage projects in an organized fashion.

## Supervisory Responsibility:

- May provide informal assistance, technical guidance and/or training to coworkers.
- May coordinate work and assign tasks.

## Work Environment:

This job operates in a professional office environment. Professional work attire required. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## Physical Demands:

Sitting for long periods, data entry, typing, filing, computer use, answering phones.

## Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

## Travel

Travel not required for this position.

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## Required Education and Experience

- Minimum 3 years accounting experience, Bachelor's degree preferred.

## Preferred Education and Experience

- Yardi Voyager 7.0 experience preferred.
- Proficient in MS Office (Excel, Word, Outlook).
- Background in commercial real estate practices.

## Additional Eligibility Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Benefits

- 401K
- Paid Time Off / Sick Leave
- 85% Employer paid Medical, 100% paid Dental, 100% paid AD&D
- Paid Parking / Trimet
- Paid Holidays