



Job Description for Staff Accountant

Department: Finance
Reports To: Property Controller
FLSA Status: Exempt
Supervises: N/A
Approved By: Robin Brankamp
Approved Date: January 10, 2022

Summary of Responsibilities

The Staff Accountant will assist in maintaining accurate and timely accounting information, completing various projects assigned and supporting management in carrying out the responsibilities of the Accounting Department.

Essential Job Functions

- Prepare accurate monthly financial reports for Commercial and Residential properties, including, but not limited to: GPR Calculation review, reclassing expenses, recording recurring journal entries, and preparing monthly bank reconciliations.
- Transfer cash and record activity as necessary.
- Monitor Third Party aging and provide management with monthly aging reports, including follow up notes
- Calculate and record monthly management fees for the properties
- Provide support to onsite Residential Property Manager's
- Analyze variances in Accounts Receivable to reconcile tenant payments
- Assist in gathering year end information to prepare accurate year end financials for owners.

Employees may be asked to perform other tasks not listed in the essential job functions.

Qualifications and Experience

- Minimum of a 4-year accounting degree or 5 plus years of accounting experience required
- Minimum of 3 years' experience in Residential Property Management
- High attention to detail and accuracy
- Excellent verbal and written communication skills
- Good organizational skills and the ability to multitask
- Knowledge of general accounting procedures including regulatory standards and compliance requirements
- Proficient knowledge of Microsoft Office applications, including Word, Excel, and Outlook
- Real Estate and Yardi experience a plus

Physical Demands

Low physical effort required to sit, stand at files, bend, stoop, lift, and walk. Maximum unassisted lift is 35 lbs. Average lift is less than 10 lbs. Requires ability to use a keyboard and monitor. Also requires the ability to communicate verbally, both in person and on the telephone.