

Accountant

Shift, Schedule & Pay

- Monday to Friday
- \$60,000 - \$80,000 a year - Full-time

Full job description

We are seeking a detail-oriented and experienced Accountant to support the financial operations of our property management portfolio. This role is responsible for accurate financial reporting, compliance, and collaboration with property management teams to ensure smooth day-to-day operations.

Key Responsibilities:

- Prepare and maintain monthly, quarterly, and annual financial statements for managed properties.
- Manage general ledger accounting, journal entries, and bank reconciliations.
- Handle tenants and owner accounts in compliance with state regulations.
- Process accounts payable and accounts receivable.
- Prepare CAM reconciliations, operating expense reconciliations, and year-end close.
- Review rent rolls, security deposits, and delinquency reports.
- Assist with budgets, forecasts, and variance analysis.
- Coordinate with property managers regarding financial questions and reporting needs.
- Support audits and respond to owner and internal financial inquiries.
- Ensure accuracy and timeliness of all financial records.

Qualifications:

- Associate or bachelor's degree in accounting or finance.
- 3+ years of accounting experience.
- Strong understanding of accounting principles and real estate financial reporting.
- High attention to detail and strong organizational skills.
- Ability to manage multiple properties, deadlines and multitask.

* Salary range will reflect the applicant's experience, education, and relevant qualifications.*

Benefits:

- 401(k).
- Dental insurance.
- Health insurance.
- Health savings account.
- Vision insurance.
- Paid time off.
- Tuition reimbursement.