

Summary

The Accounting Associate is responsible for accounting functions related to commercial real estate properties and corporate entities. The Accounting Associate reports to the Controller, and will have daily interaction with property managers, property owners, and vendors.

Essential duties and responsibilities

- Prepare monthly, quarterly and year-end financial statements/reporting packages
- Perform a wide variety of accounting analyses.
- Analyze various transactions and identify appropriate accounting treatment
- Prepare journal entries and maintain the general ledger
- Reconcile monthly bank statements to the general ledger
- Record and process accounts payable and accounts receivable
- Process cash receipts and prepare bank deposits
- Prepare common area maintenance and real estate tax reconciliations
- Monitor daily cash balances
- Assist with preparation of annual operating budgets
- Assist management with special projects and other tasks as assigned

Other

- Maintains open communication with accounting team and property managers
- Has a “can do” productive self-motivated attitude, demonstrates initiative and suggests improved processes

Qualifications/Experience

Potential candidates should have a Bachelor’s Degree (preferably in Accounting) and at least two years of general accounting experience. Experience in real estate property accounting is preferred. In addition, the candidate should have excellent organizational, communication, and time management skills. Candidates must be proficient in Microsoft Word and Excel. Experience with MRI or other real estate accounting software is a plus.