Downloaded from <https://www.velvetjobs.com/job-descriptions/lease-accountant>

# Example of Lease Accountant Job Description

Our company is searching for experienced candidates for the position of lease accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for lease accountant

* Ability to interact with all levels of Associates in the organization and generate positive relationships with internal and external business customers
* Perform month end reports, accruals, sales tax returns, property tax returns
* Maintains and enhances documentation of internal controls
* Recommends and implements ideas and innovations to improve upon existing systems, work processes and procedures
* Monthly tasks include accounting for straight-line rent, contingent rent, asset retirement obligations and rent/CAM/Tax accruals
* Responsible for preparing quarterly reporting related to minimum lease obligations, asset retirement obligations and balance sheet analytics
* Partners with finance to ensure collaboration in the forecasting and financial analysis processes
* Supports customers through ad-hoc data collecting, reporting, analysis and special projects
* Creates, prepares and reviews journal entries and account reconciliation that are accurate and compliant with company policies and applicable accounting regulations
* Oversee and perform accounting associated with initial set-up and ongoing servicing of transactions

## Qualifications for lease accountant

* Strong analysis, problem solving, and research skills
* Strong organizational, analytical, and problem-solving skills with the ability to multi-task in a fast paced environment
* Bachelor’s degree in Finance, Accounting or other business field
* Very organized, able to handle a large volume of transactional work (Does not get overwhelmed when volume increases)
* Experience with oral and written communications for internal & external clients
* Great attention to detail – all documents need to be reviewed carefully in order to request the appropriate changes from the master data group (SAP – Vendor changes for Landlord payments)