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# Example of Lease Accountant Job Description

Our company is growing rapidly and is looking to fill the role of lease accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for lease accountant

* Perform day to day operations of the teams
* Processing standing regular payments calculating and processing quarterly and annual payments primarily based on electricity production (megawatts)
* Performing accounting and general ledger duties including reconciling assigned accounts on a monthly basis
* Prepare monthly analysis of certain key accounts and other account analysis
* Manage aspects of the monthly, quarterly and yearly close process
* Perform aspects of external and internal audit activities
* Work with respective supervisor to insure SOX controls in place
* Work with Field Administrative Area Managers and Directors of Operations in consultative manner
* Manage Deferred Rent, Tenant Improvement Allowance, and/or Built-to-Suit leases as necessary
* Analyze commercial real estate and equipment leases for proper accounting treatments

## Qualifications for lease accountant

* Seek customer satisfaction and track performance against customer requirements
* Strong advanced understanding of job requirements and responsibilities
* Ability to solicit support for ideas and provide sound rationale for recommendations
* Complete assignments independently and handle complex accounting activities
* Up to 2 years General Accounting experience
* Strong understanding of job requirements and responsibilities