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

# Example of Property Accountant, Accountant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of property accountant, accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for property accountant, accountant

* Perform and analyze month end closings
* Perform general forecasting and planning
* Variance analysis to support the financial statements
* Annual 1099 processing and CAM reconciliations
* Assist in year-end audits
* Ad hoc analysis and projects by location, vendor
* Assisting in developing analysis and presentations for management
* Prepares monthly financial statement reporting package for assigned properties
* Reviews rent rolls, accounts receivable reports and other related reports
* Review and reconcile G/L accounts

## Qualifications for property accountant, accountant

* Of an owner capacity) property accounting experience is required
* Exceptional real estate accounting knowledge, including lease reviews, audits
* Monitor and reconcile monthly cash, escrow and lockbox account balances, and when necessary, initiate transfer of funds to accounts to maintain appropriate balances
* Prepare monthly financial package as required by the management agreement or owner of the assigned property
* Review cash disbursements for proper account coding and approval
* Assist Property Managers in the preparation of the annual property budget and operating expense reconciliations