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# Example of Property Accountant, Accountant Job Description

Our growing company is searching for experienced candidates for the position of property accountant, accountant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for property accountant, accountant

* Maintain and update accurate accounting of the refundable deposits
* Perform monthly reporting
* Prepare monthly accruals, variance analysis and commentary
* Assist with auditors for year-end audits
* Assist with senior accountants
* Responsible for communicating on a daily basis with property managers to relay financial information ensure understanding of various financial reports
* Assists month-end closes, preparation and entry of monthly journal entries, bank reconciliation, and maintenance of cash sheets
* Reconciliation of the General Ledger
* Perform analysis of accounts
* Maintain general ledgers for a portfolio of properties

## Qualifications for property accountant, accountant

* Attention to detail, polished interpersonal communication skills, and ability to work overtime
* Minimum 5 - 7 years commercial property management accounting experience
* Minimum 1-5 years Full Accounting experience for a Medium to Large organization
* Bachelor Degree in Accounting and CPA, or working towards CPA
* Advanced user of MS Excel and previous experience with larger ERP system
* A cooperative attitude and teamwork approach to the accounting group and property management staff