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# Example of Property Accountant, Accountant Job Description

Our growing company is looking for a property accountant, accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for property accountant, accountant

* Perform daily cash management with bank reconciliations accounting for all checks outstanding and held and coordinate intercompany bank transfers amongst properties
* Correspond with tenants on all accounting related issues including sending out monthly rent statements, service income invoices, late fee posting on delinquent tenants and reading utility meters and billing back to tenants
* Prepares monthly analysis of depreciation, accretion, asset retirement obligation and other property, plant and equipment account balances
* Ongoing review of project data to identify issues or discrepancies that could impact project or property reporting
* Prepare all aspects of the financial statement package, including creating and posting journal entries, general ledger review and completion of balance sheet support schedules
* Ensure financial packages are completed and delivered in a timely and accurate manner to Regional Property Managers, Property Managers, and clients
* Monitor and maintain cash balances
* Resolve all issues and document response to all review comments generated
* Review variances in financial statements and documents explanation for significant items
* Ensures all debt, real estate tax, and sales tax (where applicable) are made in a timely

## Qualifications for property accountant, accountant

* Years of commercial real estate or public accounting experience
* Bachelor’s degree in Accounting or Finance (or significant (4+) years of experience in property accounting)
* Years of commercial real estate, some public experience preferred
* Yardi preferably
* Four or more years of accounting experience, real estate or public preferred
* Property accounting experience is required