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# Example of Real Estate Accountant Job Description

Our growing company is looking to fill the role of real estate 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 real estate accountant

* Preparation and Analysis of Monthly Financial Reports
* Preparation and reconciliation of Budgets and Capital Reserve Accounts
* Special Projects and additional duties as needed or assigned
* Work closely with third party property management companies, and joint venture partners
* Recor opening and closing journal entries for the acquisition or disposition of real estate assets
* Coordinates the preparation and completes a detailed review of the company’s monthly financial statements
* Ensures that all eliminating entries have been recorded correctly on a monthly basis
* Ensures that all lender reporting is in compliance on a monthly basis (includes monitor Debt Covenant Tests to ensure compliance)
* Leads and coordinates property level and corporate budget and forecasting activities
* Prepares financial statements and associated work papers for externally audited entities

## Qualifications for real estate accountant

* Minimally a Bachelors degree in Accounting and/or Finance
* Minimally 3-4 years of accounting experience in Real Estate or Hospitality industry
* 3-5 years accounting experience, real estate accounting a plus
* Real Estate Industry accounting experience
* Three to five years’ experience within the real estate industry
* CPA or CPA candidate is a plus but not required