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# Example of Real Estate Accountant Job Description

Our innovative and growing company is searching for experienced candidates for the position of real estate accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for real estate accountant

* Reviewing and auditing transactions and resolving issues with property managers
* Participate in annual budgeting cycle
* Prepare statements, schedules and reporting for audits and tax purposes
* Responsible for troubleshooting and running process efficiently
* Interact with people across the company and outside investors and contacts
* Collaborate with the Controller and Director of Finance to ensure an accurate and timely quarterly close of financial reporting
* Oversee and calculate the assessment of fees due by investment entities
* Assist the Controller and Director of Finance on cash management reporting on a daily, weekly and monthly basis
* Oversee and calculate annual escalation true-ups to tenants
* Supervise and mentor 2 Staff Accountants

## Qualifications for real estate accountant

* 2 - 4 years of public accounting experience (Preferably Big 4 and/or private equity experience)
* Bachelor's degree in Accounting or Business related (with experience)
* Three or more years accounting experience in commercial property management
* Minimum 3-5 years of professional accounting/finance experience, combined with investment company accounting, and/or real estate accounting
* Experience using JD Edwards, E1 and Essbase is preferred
* Prepare general ledger entries and other duties as part of a monthly close cycle