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# Example of Real Estate Accountant Job Description

Our growing company is hiring for a 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

* Compare budget to actual and investigate large variances
* Maintain and review schedules for sub-ledgers of accounts receivable, accounts payable
* Maintain and review depreciation schedules
* Ensure integrity between general ledger and fixed asset system
* Review invoices to ensure proper coding monitor timely payment of vendors
* Calculate and review CAM expenses for tenants
* Perform month-end, quarter-end, and year-end closing procedures
* Extensive analysis of financial statements and company transactions
* Research and analyze complex transactions relating to acquisitions and refinancing
* Complete monthly and quarterly financial statement reporting packages

## Qualifications for real estate accountant

* Coordinate accounting for our various supply vendors
* Bachelor's Degree in Accounting from a Big 10 School
* 1-2 years work or internship experience in an accounting role
* 1-3 years of experience in a Staff Accountant job
* One to three years accounting experience required
* Must have 2+ years in Florida real estate experience