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# Example of Senior Real Estate Job Description

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

## Responsibilities for senior real estate

* Prepare complex corporate, partnership and individual returns
* Prepare complicated tax returns and begin to review smaller tax returns
* Preparing all financial statements for company subsidiaries
* Prepare property and consolidated financials
* Assist with month-end close duties, and maintain general ledgers
* Assist with budgeting, vendor contracts and leases
* Supervise and help drive the success of multiple engagements, specifically in the Real Estate industry
* Work closely with Partners, Managers, and staff on client management, professional development, and business development activities
* Successfully spread and analyze property operating statements and/or tax returns and have a complete understanding of cash flow reports, financial ratios, trends, Also spread personal financial statements and be proficient in cash flow analysis (spreading individual tax returns)
* Underwrite real estate credit narratives for new loans for renewals, modifications and short-term extensions

## Qualifications for senior real estate

* Ability to review and analyze third party reports including engineering, environmental and appraisal reports
* 3+ years of commerical real estate accounting experience
* Real Estate industry is a MUST
* Experience with Yardi/SAP and BlackLine is HIGHLY PREFERRED
* Minimum of two (2) years of progressive audit and/or tax experience, experience in public accounting preferred
* Additional technical skills a plus