



Example of Manager, Real Estate Job Description

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Our innovative and growing company is searching for experienced candidates for the position of manager, real estate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for manager, real estate

- Review of quarterly and year end support work-papers
- Works effectively with business partners, vendors, technology, corporate leaders and staff to develop the project agenda and ensure agreement/adoption of project objectives/deliverables by all affected constituencies
- Translate and implement key organizational programs into office prototypes and customize for each project/office as required, including branding, technology, security maintenance, business development programs, Performs site visits as warranted
- Prepare and maintain supporting documentation, detail general ledger, financial statements, balance sheet analysis, journal entries, and other supporting schedules and calculations
- Oversee the staff preparation of journal entries to the general ledger and other sub-systems
- Support preliminary preparation of financial statements for individual reporting units and consolidated companies' Balance sheet, Income Statement, and Cash Flow
- Track deadlines for the timely payments of all debt, real estate taxes, insurance, distributions and other time sensitive payments
- Responsible for cash disbursements (within limits), check stocks, and cash balances
- Maintain Capitalization / Depreciation ledgers

Qualifications for manager, real estate

- Experience as team leader displaying advanced communication, influencing, and collaboration skills required
- Excellent command of spoken and written English & Cantonese, fluent in Mandarin
- Strong in project and time management
- 5+ years of recent or current CPA firm experience with a concentration on Real Estate (partnership) clients
- CPA and Bachelor Degree
- Min 3-5 years of real estate experience