



Example of Property Accounting Job Description

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

Responsibilities for property accounting

- Varied special projects in reporting, ad hoc tasks, process improvements on-going strategic initiatives
- Daily accounts receivable postings
- Invoice and Process Brokerage Commissions
- Prepare monthly property GAAP financial statements
- Calculate funds available for distributions monthly
- Our passion around great customer service and experience
- We believe in autonomy and reward associates who take initiative
- Accounts reconciliations
- Calculating and raising charges
- Monitoring outgoing costs and budgetary control

Qualifications for property accounting

- Works closely with the GM on various club tasks
- If you thrive in a customer service environment, this might be the job for you!
- Ensure monthly reconciliation of accounts to subsidiary ledgers
- Monthly reconciliation of bank statements
- Record journal entries for misc
- Prepare annual debt service schedule for new budget year