



Example of Property Accounting Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of property accounting. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for property accounting

- Manage and report cash flow and review property tax returns
- Oversight of permanent files and leased properties and associated schedules
- Participate in the development of policies and procedures ensuring adequate internal controls
- Preparation of audit schedules with the GL team to ensure a clean and timely year-end audit
- Work collaboratively with other teams across the business, such as FP&A and Legal
- Approving purchase orders for asset requisitions using the Ariba Spend Management software system
- Approving other manual CAPEX purchases
- Processing construction/project related invoices submitted via the RETS (Real Estate Tracking System)
- Responding to inquiries regarding accounts payable invoices relating to fixed assets to Vendors/Internal Client
- Managing and processing asset management transactions such as transfers and disposals

Qualifications for property accounting

- 6+ years of general ledger experience, or related education
- Commercial real estate experience is preferred

- Self starter, dedicated, high moral sense, and keeps confidentiality
- Minimum of twelve years of real estate GAAP knowledge with experience in dealing in complex issues related to acquisitions and equity accounting