



Example of Property Accounting Job Description

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Our company is looking for a 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

- Assisting in period end tasks, including the preparation for and run of depreciation/MIS etc
- Completing various asset reporting functions
- Assisting with other Property Accounting tasks as assigned
- Good Exposure to the Complete Asset Accounting Module of SAP (FI-AA)
- Oversee the timely completion of the monthly accounting close for a portfolio of properties
- Responsible for the review and accuracy of the monthly financial statements for a portfolio of properties
- Prepare monthly income statement analysis comparing actual to budget/forecast and prior year, including robust explanations for variances and present results to management
- Review balance sheet account reconciliations, including complex cash accounts
- Prepare quarterly/annual schedules to support financial statements used for public reporting
- Manage day-to-day activities of Senior and Staff Accountants to ensure all assigned activities are completed timely and accurately

Qualifications for property accounting

- This position requires a working knowledge of accounting policies and a

- Minimum of 5 years of progressively responsible accounting experience in the real estate industry, preferably from more than one perspective
 - Proven ability to plan, prioritize and assign work, motivate and coach team members, manage deliverables to budget and schedule, solve problems and make effective decisions
 - 4 – 6 years public and or private Accounting, Real Estate Accounting, preferred
 - Experience working with high volume transactional activity
 - Have 7+ years of Real Estate/Property Accounting or related experience
- Required