



# Example of Property Accounting Job Description

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Our company is searching for experienced candidates for the position of property accounting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for property accounting

- Continually evaluate system processes across the organization and lead projects to streamline and improve monthly close process
- Ensure support to key customers, including operations and FP&A as needed
- Provide guidance to staff on accounting processes and communicate information required to produce timely and accurate financial reporting
- Manage all aspects of the monthly, quarterly and annual accounting close and financial reporting cycles – including schedules/responses related to audits and inquiries from internal and external business partners
- Document and record ownership-level transactions/adjustments based relevant legal documents
- Demonstrate an understanding of how his/her properties are reported within GGP's external accounting/reporting
- Responsible for the strategy and supervision of all aspects of the US Property Accounting Department
- Supervise, train and coach staff to attain highest level of efficiency and effectiveness possible
- Coach and counsel employees if performance starts to deteriorate from expected norms
- Develop plan with employees to improve performance at the earliest sign

## Qualifications for property accounting

- Undergraduate degree in Commerce, Accounting, or other relevant fields is

- Desire to complete a professional accounting designation or working towards a designation (CPA)
- Self-motivated, self-starter who can work independently and take initiative to drive change with limited oversight
- Strong relationship building and communications capabilities
- Ability to process information and provide quality analytical output
- Ability to understand, evaluate and manage complex business situations