



Example of Real Estate Accountant Job Description

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Our company is looking to fill the role of real estate accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for real estate accountant

- Reconcile Revenue Accounts
- Assist with Investor Reports
- Assist with Month End Close Out
- Protects organization's value by keeping information confidential.
- Miscellaneous
- Certificate of Liability Insurance
- Service Agreements
- Code and Input property invoices
- Assists with monthly credit card processing
- Assists with GAAP audit
- Assists with lender requests

Qualifications for real estate accountant

- A Bachelors degree in Accounting or Finance with a minimum of 3 years of related experience
- Experience in a similar accounting position a plus
- Knowledge of Great Plains accounting computer system a plus
- 2-3 years experience, with 1 year minimum in public accounting
- Accounting experience of 6 months to 2 years of experience, which can include internship, summer work or recent work with accounting
- Self-motivated, and effective working independently part of a large team