PROPERTY MANAGEMENT ACCOUNTANT

Position: Property Management Accountant
Position Type: full-time, in-person, minimum 40 hours/week
Reports to: Director of Accounting

General Description

The Property Management Accountant, while reporting to the Director of Accounting, will be responsible for general financial and analytic support of First Companies' property management division including assisting with the preparation of monthly, quarterly, and annual financial reporting. The position will also support the Real Estate and Construction divisions as needed.

Essential Duties and Responsibilities

- Perform all necessary financial and accounting tasks for managed properties including accounts receivable, accounts payable, payment of bank notes, tenant billing and statements, bank reconciliations and rent collection assistance to Property Management.
- Create and assist with annual budget(s) and variance analysis to budget for managed properties.
- Complete lease administration tasks including new lease set-up, lease renewals, tenant move-outs, rent increases, tenant reimbursement and security deposit refunds.
- Produce monthly and quarterly statements for managed properties including financial statements, variance to budget analysis, rent rolls and check registers.
- Participate in bi-weekly review of accounts receivable aging reports and assist the Property Management team on tenant communication and collections.
- Complete annual operating expense common area maintenance (CAM) reconciliations for managed properties.
- Work on special projects as assigned.
- Provide financial analysis as needed for capital expenditures, pricing decisions, and contract negotiations.

Required Skills:

- Maintain, promote, and integrate First Companies' vision, mission, and values with all internal and external stakeholders.
- Be a team player who has a positive attitude, implements solution-based management, is proactive, and relates well with other employees.
- Proficient in the use of Microsoft Office (Excel, Word, Outlook).
- Familiarity with Appfolio or similar property management software is desired.
- Excellent written and oral communication skills.
- Strong organizational skills and attention to detail.
- Ability to multi-task and prioritize incoming work.

Education and Experience

- Associate's degree in accounting and minimum of one-three years accounting experience required.
- Bachelor's Degree and Property Management experience preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer

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Disclaimer: This job description is not intended to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones be assigned at any time with or without notice.