

Accounting Manager (Exempt)

Job Description

To supervise all accounting functions related to operations of real estate portfolios. To coordinate all reporting to meet requirements of multiple end users of information for the various portfolios. To have knowledge of applicable accounting policies and procedures in portfolio account, accounts payable and accounts receivable.

Supervision

Reports to: Controller

Responsible for: Portfolio Accountant, Accounts Payable Associate, Accounts Payable Supervisor, Accounts Receivable Associate, Accounts Receivable Supervisor

General Qualifications Required

Education: Bachelor's degree in accounting or finance

Training Requirements: N/A

Licensing: CPA or commensurate experience

Experience: Minimum five (5) years of real estate accounting experience or similar public accounting experience
Computer skills required include proficiency in MS Office Word, Excel, MRI and Yardi

Skills/Behaviors: Effective oral and written communication skills are a must
Direction and vision setting capabilities are key
Strong organizational skills with ability to prioritize
Ability to handle multiple tasks while meeting strict deadlines
Strong analytical problem solving skills
Strong people management skills
Detail-oriented
Team-oriented

Major Areas of Responsibility

Property Accounting

- Monthly Reporting to clients
 - Review variance report comments by PM's to make sure the variance is answered appropriately and review other monthly reports required from them (i.e. capital schedule, aging, property activity report, etc.)
 - Review financial reports and accompanying schedules for accuracy
 - Review monthly bank reconciliations
 - Review and approve management fee calculations
 - Make sure accountants are adhering to Due Dates of requirements
 - Review leasing reports
 - Review monthly cash flow projections

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- Review quarterly reports by PM's for accuracy
- Make notes of report errors that need to be corrected by accountants prior to report being sent to client
- Review TA property financials quarterly to be sure that property information is correct by property since the reports are consolidated.

- Property Take-Over
 - Take-over accounting checklist completed in take-over meeting
 - Setup bank accounts if client doesn't
 - Setup property in Skyline if client doesn't have their own software for us to access
 - Verify closing statement entries are correct that accountants book

- CAM Reconciliations
 - Review property managers' revenue escalation calculations

- Internal Reporting
 - Complete Business Measurements schedule monthly
 - Complete Cheat Sheet monthly for actual dates reports sent out to clients
 - Assist Senior Controller when necessary
 - Update Cheat Sheet for new or sold properties

- Special Projects
 - Assist PM's with special requests they receive that requires accountings help
 - Respond to client questions regarding report packages timely
 - Assist with client audits by answering auditor questions and making sure information requested is sent or available to auditors when in our office
 - Other duties as assigned.

Client / Personnel Management

- Monthly accounting calendar filled out and provided to all departments each month so everyone is aware of reporting deadlines
- Meet with clients and accounting personnel to discuss problems when they arise
- Main point of contact for clients regarding e-mails from them that need to pass along to all concerned and for reporting of system problems to us and vice versa
- Meet with prospective clients during management proposal meetings
- Accounting department staff meetings
- Interview, hire and train accounting personnel
- Review accounting personnel annually with quarterly on-point meetings
- Assist in tracking of employee sick, vacation and personal time by getting absence forms from employees, approving forms and turning them in to payroll
- Track employee workload to ensure that distribution is equitable