

**Project Accountant – Dallas**  
**(Exempt)**

**About Holt Lunsford Commercial**

Founded in 1993, Holt Lunsford Commercial (HLC) is a values-based, customer-focused, full service third party commercial real estate company. We are a fast-growing, real estate provider in Dallas, Fort Worth, and Houston. We oversee 100 million square feet for both private and institutional owners.

**IMMEDIATE IMPACT. MEANINGFUL CAREER.**

At Holt Lunsford Commercial, we know our success begins and ends with our people. It's the reason we work hard to attract and retain the best and brightest talent. From day one, you will be an integral member of our high-caliber, collaborative team. We will empower you to apply your energy, expertise, and creativity to meet our clients' needs while instilling you with unsurpassed market knowledge and development opportunities to succeed. When you join Holt Lunsford Commercial, you won't simply start a new job - you will build a meaningful and impactful career.

**Job Description**

Project Accountant - Provide financial reports to third-party clients and owners. Responsibilities include month end close, reconciliations, and producing financial report packages for a portfolio of industrial and office properties.

**Responsibilities:**

- Record all journal entries including property taxes and insurance amortization.
- Prepare monthly bank reconciliations. Prepare monthly financial reporting packages for clients/owners. Prepare management fee calculations.
- Review property managers' revenue escalation calculations annually.
- Review invoices and cash balances for weekly check run.
- Work closely with Property Managers to ensure the "HLC Team" is providing accurate financial reports and top class customer service. Respond to client questions regarding report packages completely and timely. Assist Accounting manager with special projects when needed.
- Other duties as assigned.

**CAM Reconciliations and Sales Tax Returns:**

- Review property managers' revenue escalation calculations
- Complete sales tax return for properties that have parking charged to tenants
- Make sure completed in timely manner so payment is received by State Comptroller's office when due

**General Qualifications & Knowledge/Skills/Abilities:**

- Bachelor's Degree in Accounting or Finance preferred.
- Min. two (2) years accounting experience required; real estate accounting experience preferred.
- Yardi or MRI software experience a plus.
- Strong written and verbal communication skills with strong organization skills and attention to detail. Ability to prioritize work and meet deadlines. Meticulous, analytical and computer literate with proficiency in Word, Excel and accounting software.