



JOB TITLE: Property Accountant
DEPARTMENT: Accounting
REPORTS TO: Director of Accounting
FLSA STATUS: Non-exempt
DATE: April 2021

The Property Accountant supports NAI Nashville Stanton Group's (NAINSG) goals, values, and philosophy by exhibiting the following behaviors: Excellence, quality service, commitment, and accountability. As a member of the NAINSG team, performance includes demonstration of the following accountabilities: Communication, teamwork, and job knowledge.

POSITION SUMMARY

The Property Accountant is responsible for the timely and accurate preparation of financial statements for managed properties as assigned. They will also be responsible for providing management and clients with financial information as requested.

PRIMARY DUTIES AND RESPONSIBILITIES include the following:

1. Prepare monthly, quarterly, and annual financial reports accurately and timely and delivers to Director of Accounting and Director of Property Management for review and approval by deadline
2. Makes any necessary journal entries throughout the month for assigned properties, including month end reclasses per Director of Property Management
3. Prepares monthly bank reconciliations for assigned properties for all cash accounts
4. Prepares balance sheet reconciliations on a monthly basis and researches any outstanding transactions for assigned properties
5. Reviews cash flow and online bank accounts on a daily basis, to maintain necessary funds for operating and capital expenditures and advises Director of Accounting as needed.
6. Analyzes financial statements monthly for budget and operating variances and prepares variance report
7. Ensures that all property and tenant information is up to date and cross-referenced against the lease agreement
8. Ensures accuracy of the general ledger for assigned properties
9. Reviews monthly management fee calculations to ensure accuracy for all properties
10. Processes A/P and cuts checks weekly for assigned properties

11. Responsible for posting tenant payments
12. Performs collections on past due accounts and assists with default proceedings as needed.
13. Enters Tenant payments, charges, and maintains tenant ledgers (lease renewals, reimbursements).
14. Updates and monitors monthly calendar to work through property accounting needs and sets alerts in calendar for date sensitive items.
15. Responsible for setting up new bank accounts or transferring of current accounts.
16. Assists in preparing annual operating budget for assigned properties, including cash projections
17. Works with various CPAs for properties as needed throughout the year and at year-end for property income tax reporting
18. Performs annual CAM reconciliations (including billings and charge entries) for assigned properties.
19. Responsible for estimated F & E payments and annual property tax payments for assigned properties
20. Prepares information for annual property tax appeals and confers with Director of Accounting
21. Adheres to full checks and balances in place in accordance with generally acceptable accounting principles.
22. Maintains confidentiality of company and client information.
23. Reacts productively to change.
24. Performs other duties as assigned.
25. Improves process related to above duties and responsibilities as needed

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be proficient in the Microsoft Office Suite and possess at a minimum intermediate skill level in Excel. Competent and professional communication via phone, email and face-to-face when interacting with owners, tenants and vendors.

EDUCATION AND/OR EXPERIENCE

High school diploma or GED is required; Bachelor's degree in Accounting is preferred; a minimum of five (5) years accounting experience; and/or equivalent education or experience is required. (Prior experience in commercial real estate accounting is a plus.)

OTHER SKILLS

Ability to speak, hear, see; ability to speak, read and write in English; good problem-solving and analytical skills; good interpersonal skills; good written and oral communication skills; and customer service.

WORK ENVIRONMENT

Position is in an office setting that involves everyday risks or discomforts requiring normal safety precautions.

APPROVAL

EMPLOYEE SIGNATURE

Name/Title

Name

Date

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.