

Property Accountant needed for a Nashville Real Estate Development Company.

C. B. Ragland Company is seeking an experienced **Senior Property Accountant** to support its growing property and asset management divisions.

Responsibilities

As a Senior Property Accountant with C.B. Ragland Company, you will ensure the accuracy and propriety of all financial data and reports maintained and prepared for the properties/projects, tier entities, investors, and lenders. Responsibilities include, but are not limited to:

- Partner with the Property Manager and Accounting team to ensure accuracy of financial reporting and budgets
- Prepare and review monthly and quarterly operating reports for investors and lenders, working closely with Asset Managers and Property Managers
- Review and analyze the general ledger and ensure records are kept in compliance with GAAP or cash or accrual basis of accounting
- Prepare and review monthly financial statements and supporting schedules
- Assist in annual plan/budget preparation process by preparing revenue projections and variance analysis
- Perform various Accounts Payable functions including vendor setup / maintenance and check run processing
- Prepare and submit all property billings, work order billings and expense re-billings
- Perform various Accounts Receivable functions including cash receipts processing and aged receivables collection
- Prepare the annual expense reconciliation in accordance with tenant leases
- Work with and review the work of third-party accountants and other internal accounting associates as appropriate
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Qualifications

- Bachelor's degree in Accounting, Business Administration, or related discipline from an accredited institution
- Three or more years professional accounting experience
- Public accounting and/or real estate accounting experience strongly preferred
- Strong knowledge and application of Generally Accepted Accounting Principles
- Ability to analyze and interpret various types of data in order to draw conclusions and solve problems
- Proficient in Microsoft Excel and various accounting software programs and a 10-key calculator
- Experience with Yardi highly preferred
- Effective communicator (oral, written and listening)
- Ability to exchange ideas, information, and opinions with others to formulate decisions, conclusions, or solutions
- Detail oriented
- Ability to analyze and comprehend various legal documents such as lease agreements

Job Type: Full-time

Send Resume to:

Jay Dansbury, RPA

Director of Property Management

C.B. Ragland Company

222 2nd Avenue South, Suite 1930

Nashville, TN 37201

Phone (629) 202-3990 Mobile (615) 920-9434

JDansbury@cbragland.com