



## **Position Title: Multi-Family Project Accountant**

### **SUMMARY:**

This key position will report to the Director of Financial Reporting.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **TECHNICAL**

- Maintain property General Ledgers and monthly financial statements.
- Assist with Multifamily related Yardi, Avid Exchange, and Utility billing system issues.

#### **FINANCIAL**

- Verify account coding on property invoices before batching into the Yardi A/P system.
- Calculate and enter the monthly rent expectancy and vacancy entries for multifamily properties.
- Review monthly residential reports and provide feedback to the regional property manager.
- Prepare monthly bank reconciliations for assigned properties.
- Prepare monthly general ledger account reconciliations and update additions into fixed asset depreciation system.
- Prepare monthly property journal entries and produce monthly property financial statements.
- Import annual budgets into Yardi for multifamily.
- Assist with the quarterly reporting and escrow reimbursement requests to lenders.
- Assist in the year-end work in finalizing all property General Ledgers.
- Assist with audit and tax return preparation as required by lender, tenant, or owner.
- Assist with new acquisition property setup in Yardi.

### **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Accounting.

2 - 5 years' experience in GAAP accounting – multifamily property management and real estate audit experience preferred.

Yardi or Onesite Accounting software experience helpful.

Other Software experience helpful: Bloomberg BNA, Docuware, and Smartsheet.

Ability to multitask, prioritize, and meet changing deadlines.

Exceptional communication and presentation skills.

Strong computer and analytical skills.