



Position: Project Accountant

SUMMARY:

This key position will report to the Manager, Financial Reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

TECHNICAL:

- Maintain property general ledgers and monthly financial statements
- Assist with multifamily related AppFolio, Avid Xchange, and Utility billing system issues.

FINANCIAL:

- Verify account coding on property invoices before batching into the accounting system.
- Reviews and posts the monthly rent expectancy and vacancy entries for multifamily properties.
- Review assigned monthly residential reports and provide feedback to the onsite property managers.
- 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 AppFolio for multifamily.
- Assist with 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 or owner.
- Assist with new acquisition property setup in AppFolio.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting.

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

AppFolio 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