



## **JOB DESCRIPTION FOR PROPERTY ACCOUNTANT - COMMERCIAL**

**Reports to:** Controller  
**Supervises:** No direct reports  
**Compensation:** Hourly

### **QUALIFICATIONS:**

1. **Education** An associate's degree in business with emphasis on accounting and/or finance or equivalent work experience is required. The position does require the ability to read and write English fluently, and the ability to perform advanced business mathematical functions.
2. **Experience** Knowledge of general accounting practices required. Experience in processing vendor payments, accounting for commercial real estate, and proficiency in Microsoft Office Suite (Word, Excel, and Outlook) strongly recommended. Familiarity with MRI Software, or a comparable property management software package, is beneficial.
3. **Skills** The position requires the ability to work well with associates while effectively completing assigned tasks in a timely manner. In addition, the position requires the following:
  - Basic understanding of data processing
  - Basic understanding of commercial real estate accounting
  - Excellent business mathematical skills
  - Strong sense of basic accounting procedures such as debit/credit; payable/receivable
  - Proficiency in Microsoft Office Suite, including Word, Excel, and Outlook
  - Excellent communication skills
  - Strong organization and time management skills
  - Solutions oriented
  - Calculator and computer keyboard proficiency
  - Professional image
  - Valid driver's license and access to a vehicle
4. **Licenses** A valid driver's license and current automobile insurance is required.

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## **QUALIFICATIONS: (continued)**

5. **Attendance** The position requires the ability to work Monday through Friday, 52 weeks of the year. The position also requires the flexibility to work beyond 40 scheduled hours per week to meet deadlines as required by management.
6. **Training** Pass the basic level Fair Housing class on software provided by the company within the first week of employment.
7. **Equipment** The position requires individuals to have access to a vehicle to make bank deposits, pick up supplies and perform other duties as necessary. Individuals must have the ability to drive without jeopardizing the safety of prospects, residents or fellow employees.

## **ESSENTIAL JOB FUNCTIONS:**

### **General Accounting**

1. Code payable invoices with accuracy.
2. Obtain invoice approval as required by corporate policies.
3. Review invoice totals for accuracy and make corrections as necessary.
4. Process vendor payments, pair with invoices, and present checks to supervisor for review and signature.
5. Process recurring payments as necessary, on a timely basis.
6. Retain invoices and checks as required.
7. Monitor and manage cash flow of properties to which you are assigned.
8. Prepare weekly cash forecast and submit for approval to ensure timely payment of all payables.
9. Track tenant receivables and deposits.
10. Prepare Common Area Maintenance reconciliation on a quarterly basis.
11. Proactively manage and process routine tasks to meet deadlines and ensure timely completion.
12. Conduct vendor history research as necessary.
13. Provide support to property managers regarding accounting related matters.

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14. Serve as a liaison between the properties and the corporate office.
15. Record basic journal entries
16. Accurately track, balance, and disperse petty cash items.
17. Prepare and send out monthly tenant statements.
18. Obtain appropriate lien waivers, as necessary.
19. Adhere to all company personnel directives as outlined in the Employee Handbook and other manuals.
20. Effectively maintain a working knowledge of all assigned files.
21. Accurately and timely organize and file all working papers and accounting records.
22. Month end review of sub-ledgers to the general ledger.
23. Assist in Monthly and Quarterly entity closing and financial statement preparation.
24. Assist with the preparation of yearend workpapers for tax returns or audits.
25. Assist with the preparation of annual budgets and monthly budget vs. actual variance comments.
26. Assist the controller with various projects as needed.

**FAIR HOUSING ACT (“FHA”) / ANTI-DISCRIMINATORY LAWS & ORDINANCES:**

Under the FHA, state laws and many local ordinances, no individual shall be subjected to discrimination because of race, color, gender, religion, sex, handicap, mental or physical ability, age, sexual preference, familial status or national origin in the sale, rental or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions. Said another way, fair housing is the right of individuals to obtain housing of their choice without discrimination based upon the above mentioned categories. The Gillespie Group expects each of its Associates to fully grasp and understand these anti-discriminatory policies and to adhere to these laws and ordinances in situations that are certain to occur in the ordinary course of business that the Gillespie Group provides to its clients. To that end, the Gillespie Group requires each Associate to periodically complete training courses on fair housing, landlord/tenant law and housing subsidy programs. Such training shall be paid for by the Gillespie Group and the Associate shall be compensated for the time either attending such training in person or via online courses.

THIS JOB DESCRIPTION MAY NOT BE ALL-INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTION AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

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**SIGNATURES:**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.*

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