

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

Job Responsibilities Ensure timely vendor payments are made while monitoring cash flow, for the real estate portfolio to which you are assigned. In addition, the Property Accountant is responsible for maintaining an accurate general ledger for certain balance sheet accounts within their assigned portfolio.

Job Duties

- Ensure accuracy of all payable invoices including account coding, vendor coding and mathematical accuracy
- Monitor accounts payable process to ensure timely approvals
- Ensure timely payment of all vendor payments
- Vendor research/reporting
- Perform weekly cash forecasts to ensure proper cash levels are maintained at all times
- Perform month end close functions/reporting, including but not limited to: reconciliations of receivables and payables to subledgers, reconciliations of other accounts as assigned
- Maintains accurate subledgers and general ledgers by verifying and posting transactions timely
- Retain documents (both hard and soft) according to department procedures and requests. This includes the timely filing of all documents (both hard and soft)
- Assist with general ledger research and account investigations
- Assist with budget vs. actual variance explanations
- Assist with compliance functions as assigned (sales and use tax, 1099's, personal property taxes, real estate taxes, etc.)
- Conduct tax, insurance, replacement reserve escrow analysis and research, as assigned
- Communicate with tenants and provide accurate reporting as required per department/company policy
- Accomplishes accounting department goals by completing any other related tasks as needed
- Adhere to all company personnel directives as outlined in the Employee Handbook and other manuals.
- Effectively maintain a working knowledge of all assigned files.
- For Commercial properties, perform quarterly/annual CAM (Common Area Maintenance) reconciliations/true up's and work with Commercial Real Estate Manager to communicate adjustments to tenants

Skills

- Attention to detail
- Thoroughness
- Critical thinking
- Organizational skills
- Ability to prioritize multiple tasks to achieve timely deliveries
- Strong data entry skills, including the use of a 10 key
- General math skills
- Ability to follow a process and uphold policy and procedure
- Professional communication, both written and oral, to other GG associates, vendors, tenants and business partners

Software/Technology Skills

- Proficient use of Microsoft Office suite is required (Excel, Word, Outlook)
- Experience with industry related software such as MRI or YARDI is preferred, but not required

Education An associate's or bachelor's degree in accounting is strongly preferred. The position does require the ability to read and write English fluently, and the ability to perform business mathematical functions.

Experience Industry experience is beneficial, but not required. Experience working with multi-entity general ledgers is also preferred, but not required.

Licenses A valid driver's license and current automobile insurance is required.

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.

Training Pass the basic level Fair Housing class on software provided by the company within the first week of employment.

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.

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.

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.