**Wadsworth Development Group**

**Property Accountant - Job Description**

**Job Title: Property Accountant**

**Department: Accounting / Finance**

**Reports to Assistant Controller**

**FLSA Status: Non-Exempt**

### Skills

* Commercial real estate accounting knowledge/experience
* Advanced knowledge of Yardi Voyager Commercial Management Software, or comparable
* Proficiency in Microsoft Excel
* Proficiency in Microsoft Office Suite
* Ability to work independently
* Must be able to manage and complete detailed project assignments
* Competent management, follow-through and report-back skills required for delegated tasks, open items and project details, through completion
* Ability to create, manage and track dynamic schedules with multiple action items and due dates
* Excellent organizational and communication skills
* Pro-active, creative and energetic team player with a positive can-do attitude

#### Major Responsibilities

* Bill tenant charges in Yardi system after new tenant leases are set-up by Lease Administrator
* Assist Property Manager in preparing year-end and periodic CAM Reconciliations for all operating properties
* Maintains accounting fee worksheet and tracks development fee billing and payment.
* Deposit and receipt Tenant Accounts Receivable payments in the Yardi system
* Deposit all checks into bank accounts and receipt into Yardi system
* Track, create and send out past due rent penalty invoices to tenants under direction of Property Manager/Lease Administrator
* Under direction of Property Manager, posts late fees for all past due rents
* Send rent increase letters to tenants & coordinate changes with Assistant Controller for all ACH transactions
* Assist Lease Administrator with tenant notices in compliance with lease documents
* Process other requests from Property Manager, Assistant Controller and Controller as needed
* Track and bill flight hours to intercompany entities for company airplane usage under direction of Assistant Controller
* Prepare monthly financial report packages as directed by Assistant Controller
* Other duties as assigned by the CFO, Controller or members of the executive management team

#### Qualifications

* Bachelor’s Degree with emphasis in commercial real estate, accounting or finance
* 2 or more years of experience in related fields

**Acknowledgement**

I have received and read a copy of this Job Description and understand the expectations of the job. I further understand that additional tasks and duties may be assigned at the discretion of my supervisor without altering this description. I know that if I have any questions about this description, or other expectations of my job, I can ask my supervisor to provide clarification.

Employee Signature Date