

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