

## Property Accountant

### About the Job

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Becknell Industrial is seeking a **Property Accountant** for our offices in **Carmel, IN** to support our company in carrying out the responsibilities of the Accounting group. Successful candidate will work with a variety of personnel to fulfill a range of responsibilities.

Our real estate portfolio currently includes approximately 175 industrial properties, the large majority of which are single tenant properties. We seek an **experienced (3-5+ year)** Property Accountant.

Only candidates with a Bachelor's degree Accounting or Business Administration with an Accounting concentration should apply. Please discuss your specific related work experience in your cover letter.

#### **Job Description:**

Primary responsibility for:

- Meet accounting department deadlines
- Month end reporting / analysis
- Ensure accuracy of all general ledger information
- Administer & ensure accuracy of all property and tenant information is up to date and correct through lease interpretation
- Prepare annual property budgets
- Prepare annual recoverable charges reconciliation & CAM estimate calculations
- Manage all tenant billing, communication & collections
- Process property payables, ensuring appropriate coding
- General Accounting – JEs, Accruals (inc. prepaids), Reconciliations, AR/AP sub ledgers, etc.
- Various ad hoc projects

#### **Key competencies:**

- Exceptional communication and interpersonal skills: in person, e-mail, phone
- Strong organization: many tasks for multiple responsibilities
- Fully proficient with MS Excel
- Excellent work habits:
  - must be diligent in self-review of work
  - must be a self-starter
  - must be flexible with regards to specific tasks

Yardi experience is a plus.

Respond with **MS Word or PDF Cover letter and resume only** to [mweis@becknellindustrial.com](mailto:mweis@becknellindustrial.com). Submissions not complying with this requirement will not be considered.

### **About Becknell:**

Founded in 1990, Becknell Industrial is a privately-held vertically integrated real estate firm specializing in the development, management and long-term ownership of industrial properties nationwide. We have approximately 173 properties in over 30 states totaling more than 25 million square feet. We have offices in LaGrange, Illinois, Carmel, Indiana and Delray Beach, Florida. Becknell focuses on providing efficient real estate solutions to clients all across the country.

At Becknell, success is measured by the satisfaction of our clients. The Company prides itself on long-term relationships and our ability to partner with our clients as their real estate needs change or expand.

One of the many things we do is develop and own primarily build-to-suit facilities with the majority being leased to single tenants. We also develop speculative facilities for single users or multiple tenants on undeveloped ground we own in industrial parks we have developed or on single development parcels. We work directly with corporate clients as well as national and local brokerage firms.

While Becknell builds the entire spectrum of industrial facilities in different parts of the country, there is one thing all Becknell facilities have in common, Quality: Quality that protects financial investment; Quality that satisfies the demand for modern, state-of-the-art industrial facilities for our tenants; Quality that remains functional over the long term; Quality that allows flexibility for our tenants to meet their changing needs.

We deliver Quality and complete customer satisfaction through a highly efficient, vertically integrated real estate approach. Becknell provides in-house expertise for all phases of a real estate project---site selection, entitlement, predevelopment, architecture, engineering, estimating, construction management, leasing, property management and maintenance. We also provide investment management through financing, acquisitions and dispositions of properties. These in-house capabilities allow us to be flexible and provide rapid response to client requests, while delivering product at best value.