



Cornerstone Companies, Inc.
8902 N Meridian Street, Suite 205
Indianapolis, IN 46260

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cornerstonecompaniesinc.com

Open Position: Property Accountant

Cornerstone Companies, Inc. (Cornerstone) is a leading healthcare real estate firm, drawing on more than 35 years of experience. With an exclusive focus on the healthcare real estate industry, Cornerstone helps physicians, hospitals, and third-party owners across the nation *develop, build, lease, manage* and *optimize* their healthcare real estate while enhancing the patient and provider experience. To date, Cornerstone has successfully completed more than \$1 billion of medical office developments and currently manages more than 100 medical facilities, across 13 states, encompassing 7.7M SF.

We hold our fundamental beliefs and principles as core values that guide us and shape our culture. These are the three core values that we live by as we grow as a company:

Caring: Build personal relationships with our team and clients.

Creative: Develop solutions with lasting value.

Character: Manage our partnerships with the highest level of integrity.

Summary: Cornerstone is searching for a Property Accountant to prepare the financials medical office buildings. As such, this position is responsible for adhering to all financial and operational guidelines.

Job Duties:

Manage the accounting of a portfolio of multiple buildings

Cash and accrual based processes, dependent upon the ownership requirements for the property

Full cycle accounting for clients, including but not limited to:

- Tenant rent statements

- Accounts payable

- Accounts receivable

- Bank Reconciliations

- Journal Entries



Cash Management

Complete preparation of customized financial statements and supporting schedules

Prepare timely and accurate financial statements for a portfolio of properties, including General Ledger, actual to budget variance review, spreadsheet preparation and knowledge of real estate accounting software

Maintain a working knowledge of mortgage agreements and management agreements for assigned properties

Ensure that real estate taxes are tracked and paid timely

Assist Property Manager in rent collections by generating aging reports

Assist Property Manager in responding to Tenant and Owner requests for financial information

Assist in the preparation of budgets and cash forecasts

Prepare year-end reports for tax professionals

Produce and report 1099 and 1096 activity annually

Assist with due diligence on sales and acquisitions

Key Competencies

Communication Proficiency (oral and written)

Problem Solving/Analysis

Teamwork Orientation

Time Management Skills

Customer/Client Focus (internal and external)

Financial Expertise

Requirements

Bachelor's Degree in Accounting or Finance

Minimum of 5 years of accounting experience

Experience working with general ledgers (creating journal entries, establishing accruals, actual preparation of financial statements)

Proficiency with Microsoft Word and Excel

The qualified candidate will be detail oriented, uses time effectively and efficiently, dedicated to meeting the expectations and requirements of the customer, able to handle multiple projects simultaneously, customer service oriented and extremely professional

Please contact Gretchen Mensch at 317-288-9003 or gmensch@cornerstonecompaniesinc.com.