

Job Description

Job Title: Property Accountant
Exempt: Yes
Shift: 8:00 am to 5:00 pm
Location: 101 West Ohio Street
Reports to: Renae L. Breitbach

Summary: Oversees and coordinates all accounting functions at the property and for related entities including Accounts Payable, Accounts Receivable, Monthly Financial Reporting and Budgeting.

Essential Duties and Responsibilities include the following (other duties may be assigned):

Process all accounts payable including coding invoices, entering invoices to be paid into MRI Accounting Software, cut checks, mail checks, calculate and process management and construction fees and prepare and send out 1099 forms. Maintains and monitors AVID Exchange invoice processing system.

Prepare and process all Accounts Receivable including preparation of monthly tenant statements, recording income in MRI, abstracting leases, assist in calculating tax and operating expense billings, performing collections of rent, i.e. – phone calls and letters.

Maintains and operates MRI Accounting Software including input of all tenant information from leases, input of invoices and rental income, maintenance of general ledger accounts, processing and production of monthly financial reports including variance explanations, making journal/accrual entries and adjustments.

Maintains and monitors cash flow and bank account analysis including updating of cash sheets, requesting wire transfers, verification of wire transfers, preparation of construction funding requisitions, reconciliation of bank statements, and maintenance of petty cash fund.

Assist in preparation and input of yearly operating budget.

Maintains all accounting files including accounts payable, tenant billings, lease abstracts, monthly reports, budgets, etc.

Non-Essential Duties and Responsibilities:

Maintains good relationship with all building occupants, co-workers, contractors, corporate office and banking manager/tellers.

Suggests plans to improve accounting procedures, record keeping, efficiency, economies of scale, etc.

Assists associates in resolving all tenant issues when required.

Assists staff during emergency procedures.

Assists in relieving lobby attendant during lunch hour once per week.

Qualification Requirements:

Education and/or Experience:

4 Year College Degree Required—Preferably in Accounting or equivalent experience. Common sense, customer service skills, prior real estate accounting experience. Prior real estate accounting experience preferred.

Language Skills:

Ability to read and interpret documents such as lease files, amendments, contracts, memos from Corporate and Management Office. Ability to communicate effectively with all tenants, associates, and contractors in a professional manner.

Reasoning Skills:

Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standards exist. Ability to remain calm and professional in high stress situations.

Work Environment:

The employee works frequently behind a desk, however is required to move freely throughout the building and to the bank in a neighboring building.

Specific Skills:

Ability to operate Windows based PC with Microsoft Word, Excel, Internet Access and MRI Accounting Software and Avid Exchange invoice processing software.

Ability to efficiently operate multi-line phone system and basic office equipment, ie., postage meter, copier, adding machine.

Knowledge of generally accepted accounting principals.