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## **Job Description**

Commercial Real Estate Management Company that manages office buildings in the Indianapolis area is looking for a Staff Accountant.

The Staff Accountant will assist the Controller and will perform advanced accounting work by supervising and performing a large volume of processes and tasks for Financial Planning & Control. The position is responsible for performing skilled accounting reconciliation's and duties by calculating, posting, and verifying the accuracy and completeness of transactions for the company.

Periodic goals will be structured to include accurate processing and review of data and processing into the accounting system. Efficient and effective use of time and automated systems will also be a consistent goal for this position.

### **Specific duties:**

Monthly Financial Statement Preparation

Monthly Cash Flow Preparation

Bank Reconciliations

Assist/Prepare Annual Budgets

Assist/Prepare Operating Expense Reconciliations

Update Accounting Software for new leases or lease amendments and oversee the billing of rent

### **Education, Prior Work Experience, Specialized Skills, and Knowledge:**

- College credit hours required, with the goal of attaining a BS
- Accounting major/course work is preferred
- Prior work experience in bookkeeping, accounts receivable, or accounts payable is required
- Accounting background and experience with accounts payable, accounts receivable and general ledger is a plus
- Proficiency in Microsoft Excel and knowledge of automated accounting systems is required (MRI Software a Plus)

Job Type: Full-time