

**Portfolio Accountant
(Exempt)**

Job Description

To perform all of the day-to-day functions related to accounting for third party owned properties including functions necessary in the month-end close process, as well as perform reconciliations of information relative to those properties.

Supervision

Reports to: Senior Controller and/or Accounting Manager

Responsible for: N/A

General Qualifications Required

Education: Bachelor's degree, degree in accounting or finance preferred

Training Requirements: N/A

Licensing: N/A

Experience: Minimum of 2-3 years accounting experience required, real estate accounting experience preferred.

Skills/Behaviors: Strong proficiency in the use of spreadsheets and Windows
Ability to prioritize work and meet deadlines
Strong attention to detail
Dedication and loyalty
Experience with MRI, Yardi or Skyline property accounting software preferred as well as experience with budget software packages such as Kardin Systems or Argus a plus.

Major Areas of Responsibility

- Monthly Reporting to clients
 - Prepare adjusting and recurring journal entries including property taxes and insurance amortization
 - Balance reports and verify income and expenses are coded properly
 - Prepare monthly bank reconciliations
 - Prepare management fee calculations
 - Prepare monthly reporting packages for appropriate property management personnel, clients and corporate office in Dallas
 - Adhere to Due Dates of requirements
 - Obtain variance reports and any other required reports (i.e. capital schedule, aging report, property activity report, etc.) from PM's
 - Review variance report comments by PM's to make sure the variance is answered appropriately as well as reviewing their other required reports (capital schedule, aging, property activity report, etc.) for accuracy
 - Obtain leasing reports and review
 - Prepare monthly cash flow projections
 - Review quarterly reports completed by PM's reviewed
 - Year end closing process
 - Load budgets into accounting software if owner doesn't

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- Review budgets entered into accounting software
 - Responsible for making copy of monthly reports for our files and filing in binder, as well as maintaining monthly journal entries in accounting file cabinets for properties
 - Responsible for delivery of monthly reports to clients via overnight delivery, e-mail PDF file or hand delivery
 - Review financials by property quarterly to be sure information by property is correct since reports are done on a consolidated basis
- Property Take-Over
 - Attend take-over meeting to be aware of reporting requirements
 - Enter closing statement balances or G/L balances
 - Setup property in Skyline if client doesn't have their own software for us to access and accountant knows how to setup
 - CAM Reconciliations
 - Review property managers' revenue escalation calculations
 - Sales Tax Returns
 - Complete sales tax return for properties that have parking charged to tenants
 - Make sure completed in timely manner so payment is received by State Comptroller's office when due
 - Special Projects
 - Assist PM's with special requests they receive that requires an accountings help
 - Respond to client questions regarding report packages completely and timely
 - Assist Accounting manager with special projects when needed
 - Assist client auditors by supplying needed information
 - Other duties as assigned