



JOB OPPORTUNITY

Property Accountant

Part-Time – 30 hours a week

Company Background

LYNOUS has been retained by a reputable global real estate investment company with a friendly, collaborative and flexible work environment. They serve a growing client base that reaches across the United States as well as Europe. Our client is seeking an experienced Property Accountant to join their team.

Our client offers a friendly, professional and family-oriented company culture. This position requires 30 hours per week. Once on-boarded and integrated successfully in the job the Property Accountant has the option to work from home a few days a week. The position is centrally located in Addison.

The Position

The Property Accountant position reports to the principal of the firm and works closely with the senior property manager. This position is responsible for the accounting for our Client's office, medical and retail portfolio of properties. The team works collaboratively to meet deadlines, objectives and achieve goals. The ideal candidate will have one to five years of prior commercial real estate accounting and proven general ledger experience.

Roles and Responsibilities

Specific responsibilities include but may not be limited to:

- ✦ Perform day-to-day property accounting for the office and retail and medical office buildings portfolio
- ✦ Base rent and miscellaneous billings:
 - Correspond with tenants on miscellaneous balances after 30 days
 - Prepare billing adjustments and journal entries
 - Prepare and submit tenant billing report
 - Process monthly statements
 - Manage cash receipts
 - Respond to tenant billing inquiries
- ✦ Responsible for reviewing the bookkeeper's work and providing guidance

- ✦ Responsible for oversight of the processing of accounts payable and accounts receivable
- ✦ Perform capital improvement tracking and review
- ✦ Perform lease commission verification, processing and review
- ✦ Accrual and cash basis monthly accounting and coordination of closing reports
- ✦ Assist in the preparation of annual budgets with Senior Property Manager
- ✦ Preparation of lease expense CAM reconciliations and invoicing of tenants to include; annual operating and electricity expense reconciliations
- ✦ Assist in the process of assigned invoices: capital, commissions, employee expense, etc.
- ✦ Assist in the distribution of checks to all vendors
- ✦ Track and reconcile all projected costs associated with leasing (TI, Commissions, etc.); monitor the payment of lease related capital costs
- ✦ Complete credit applications for new accounts
- ✦ Perform day-to-day accounting operations
- ✦ Reconcile monthly bank statements
- ✦ Maintain accounting files
- ✦ Process new vendors
- ✦ Manage and reconcile petty cash
- ✦ Respond and follow up on tenant billing inquiries
- ✦ Prepare and process tenant re-bills for chargeable building and vendor services
- ✦ Preparation and assembly of accounting information relating to monthly, quarterly and year end reporting to owners, banks and GRR owners.
- ✦ Prepare and submit monthly expense and capital accruals
- ✦ Collaborate and coordinate with CPA firm for tax preparation
- ✦ Miscellaneous accounting projects as required

Qualifications

- ✦ Associates Degree with Accounting concentration required, a Bachelor's degree in Accounting or Finance is preferred
- ✦ CPA or CPA candidate is a plus
- ✦ Minimum 1 to 5 years relevant work experience
- ✦ Extremely detail oriented
- ✦ Excellent time management skills and organized
- ✦ High degree of accuracy, accountability and consistency in producing quality work
- ✦ Possess the self-motivation to work independently
- ✦ Possess strong written and oral communication skills

Required Computer Skills

- ✦ Proficient in Microsoft Office including Excel, Word, and Outlook
- ✦ Yardi Genesis or Breeze experience preferred

Compensation

This position offers a compensation package to include: flexible hours, guarantee base compensation 30 hours a week, project based assignment for additional income available, bonus potential, casual dress, paid company holidays, paid-time-ff and business casual dress.

Resume Submission

For any questions and confidential inquiries, please contact Julie Lynch at LYNOUS Talent Management 972.786.3235 or Julie@LYNOUS.com. Interested and qualified candidates please send your resume in Word format with salary history (base salary and bonus broken out separately) to: Julie@LYNOUS.com or FAX 214.975.1462.