



JOB OPPORTUNITY

Job Title: Senior Accountant

Company Background

LYNOUS Talent Management has been retained by our full-service real estate investment client on an exclusive basis. They invest long-term in office, retail and industrial properties in the Dallas/Fort Worth metropolitan area and provide services in asset management, property management, leasing, maintenance and construction management services.

Our Client is seeking an experienced real estate accountant to join their growing team. In this boutique firm, each team member's contributions are valued and key to the success of the company. They offer a collaborative, progressive, flexible and casual work environment. Our Client's office is conveniently located off the North Dallas Parkway near Trinity Mills Road. The company offers work/life balance, the ability to select set business work hours, casual dress and at times work from home.

The Position

The Senior Accountant leads the accounting and reports to the Principal of the company. This position is an integral part of the company's full-service team, responsible for day-to-day corporate and property accounting. The position requires real estate property accounting experience with the ability to perform CAM reconciliations, develop property budgets, assist with due diligence for property acquisitions and the closing process.

Roles and Responsibilities

- ✦ Maintain and develop accounting practice policies and procedures to ensure compliance, manage risk, and create operating efficiencies
- ✦ Perform monthly full cycle general ledger accounting and prepare financial statements
- ✦ Perform accounting for property acquisitions and dispositions, including review and summarization of related documents and preparation of journal entries, in accordance with GAAP
- ✦ Perform monthly cash projections
- ✦ Ensure timely payment of all debt service, property taxes, and other expenses
- ✦ Record general and limited partners' equity pick-ups, contributions and distributions related to investments in joint ventures as well as minority interest partners interest in projects

- ✦ Develop and maintain a comprehensive schedule of real estate owned that tracks debt and equity
- ✦ Monitor and track preferred returns on an accrual quarterly basis
- ✦ Read, analyze, and interpret contracts, leases and agreements
- ✦ Set up in the general ledger accounting system leases and budgets
- ✦ Develop and perform tenant expense reconciliations statements
- ✦ Review of leases, loan, partner, management, and broker agreements, and other legal documents to determine effect on loan draws, debt service payments, and reporting requirements, and to assess accuracy of commissions and other invoices
- ✦ Communicate and provide information to the acquisition team, capital partners, tax accountant, lenders, and others
- ✦ Process payroll
- ✦ Preparation of tax return work paper and review of tax returns
- ✦ Participate in meetings and special requests/projects related to assigned properties
- ✦ Other duties as assigned

Qualifications

- Bachelor's degree (B.A.) in Accounting from a four-year college or university
- Experience in commercial real estate corporate and property management accounting
- CPA or CPA candidates are preferred but not necessary
- Ability to perform fully cycle accounting with attention to detail, a high degree of accuracy by required due dates
- Proficiency in Microsoft suite: Excel, Word, PowerPoint and Outlook
- Proficiency in real estate General Ledger accounting software. RealPage experience is a plus.
- Ability to read and interpret contracts
- Effective communications skills: listening, verbal and written
- Ability to maintain high level of confidentiality with sensitive information
- Professional and ethical conduct

Required Computer Skills

Proficiency in Microsoft Word, intermediate Microsoft Excel, Outlook, extensive real estate Accounting General Ledger accounting software experience

Compensation

This position offers a competitive comprehensive package to include: base salary, bonus, insurances, generous PTO policy, paid holidays, CPA license fees, CPE training workshops and business casual attire allowed.

Resume Submission

For any questions and confidential inquiries, please contact Julie Lynch at LYNOUS Talent Management 214.387.9595 or Julie@LYNOUS.com. Interested and qualified candidates please send your resume with salary history (base salary and bonus listed separately), to Julie@LYNOUS.com or FAX 214.975.1462.