

Position: Property Accountant**Company Overview:**

Brand Real Estate Services is an established full-service commercial real estate firm committed to the success of our clients. We are strategic stewards of a diverse portfolio of five million square feet of retail centers, office buildings, flex properties and land throughout the Southeast. Our uniform commitment to client service and entrepreneurial spirit set us apart. We specialize in asset and property management, landlord leasing, tenant representation, investment sales, as well as construction and development in partnership with our sister company, Brand Properties.

Job Description:

The Property Accountant is responsible for full cycle property management accounting for a portfolio of assigned commercial properties. Work involves frequent communication and interaction with clients as well as accounting, leasing and property management team members.

Responsibilities:

- Prepare accurate and timely financial statements with supporting documentation.
- Review and approve accounts payable invoices in Avid. Ensure invoices are properly coded, expensed to the correct property and period and cash type.
- Process and post tenant cash receipts from ClickPay in accounting software.
- Calculate Owner distributions several times per month.
- Book requested owner journal entries.
- Post tenant bill backs in the current period – Expense reimbursements and utility reimbursements.
- Generate recurring charges on the first of the month and upload tenant rent statements to payment portal.
- Generate mid-month late statements and upload to payment portal.
- Set up new leases in accounting software.
- Review accounting portion of lease abstract for accuracy in a timely manner.
- Prepare annual CAM/Tax/Ins reconciliations and annual Water/Electric reconciliations.
- Reconcile Bank Accounts.
- Research and answer Property Manager’s questions regarding tenants, property income and expenses.
- Work with Property Manager to prepare annual budgets for all properties and reforecasts as needed.
- Respond to owner communication in a timely manner.
- Assist Supervisor with special projects as necessary, ad-hoc reporting as necessary.

Qualifications:

- A Bachelor’s degree in Accounting or equivalent experience required.
- Experience in property management or real estate accounting preferred.
- MRI experience required and Yardi experience a plus.
- Excel experience required.
- Avid and ClickPay experience a plus.
- Must be able to work in a fast-paced environment with little direction or supervision.
- Able to meet and/or exceed strict deadlines.
- Excellent organization and communication skills mandatory.

Interested parties, please respond to resumes@brandproperties.com