



Property Accountant

Reports to:	<u>Assistant Portfolio Controller</u>	Department:	<u>Accounting & Finance</u>
Classification:	<u>Exempt</u>	Date:	<u>1/18/2023</u>

Job Function:

With a client service focus provide accounting, analytical, operational, and investment analysis integral to the successful management of various assets/portfolios. This position is a key function that adds to the Organization's ability to provide excellent client services to investors, management, and other functional areas of the Organization.

Essential Functions:

Compilation and analysis of timely and accurate financial statements in accordance with GAAP, cash or other comprehensive basis of accounting as pertains to the senior living industry.

Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers.

Preparation of annual budgets and monthly reforecast of assigned properties.

Analyzes financial information to determine present and future financial performance of properties.

Generate annual work papers and support schedules for outside CPA firm for year-end tax returns, audits and financial statements.

Partner with Operations to complete the preparation and maintenance of annual business plan, monthly reforecast, cash flow projections, analyses and financial reports.

Manage asset/portfolio capital reserves, assets, and expenditures by monitoring revenue, expenses, payables, receivables, and capital expenditures.

Maintain various ad hoc financial models and analysis integral to the asset/portfolio cash flow management, financing, operations, and investor relations.



Job Requirements/Qualifications:

Candidate must possess a bachelor's degree in accounting and a minimum 3 years of experience in the real estate industry.

To be successful in this role the candidate is required to:

- Be Deadline/Goal Oriented
- Practice strong critical thinking skills
- Possess excellent communication skills
- Apply sound business judgment
- Possess excellent written and verbal communication skills.
- Work independently while achieving team goals.
- Manage multiple projects
- Team player with a "can-do" attitude that can work in a fast-paced environment

Experience with real estate accounting software (Yardi preferred).