PROPERTY ACCOUNTANT JOB DESCRIPTION

Corporate staff position responsible for overall entry, review, and monitoring of all property financial activities, with specific attention to items listed below. Must be proficient at all standard accounting activities, working independently or as a member of a collaborative team, to provide accurate and timely reporting of financial activities and status of all properties and corporate functions.

**WAGE/HOUR STATUS**

* Salary-Exempt (ineligible for overtime)

**Essential Functions** include the following. Other duties may be assigned to meet business needs.

* Replacement Reserve activities
* Escrow Accounts
* Expense reconciliations
* Create invoices
* Monitor Bank Accounts for NSF Checks returned from rent payments
* Reconcile daily deposits with property entries
* Reconcile and monitor security deposit accounts
* Complete credit applications
* Reconcile Bank statements
* Maintain Mortgage Contracts
* Assist with Real Estate Tax filings
* Maintain records for ACH transactions and New Vendor Setup
* Enter Accounts Payable invoices into Property Accounting Software
* Create and mail checks to A/P Vendors
* Reconcile corporate credit card bills each month
* Prepare and deliver Financial Statement packages for an assigned portfolio of multifamily properties following the quality standards as instructed. Verify correctness of information prior to submission.
* Prepare Balance Sheet reconciliations and supporting schedules.
* Prepare and post journal entries to the General Ledger. Review periodic reports of general ledger accounts to ensure accuracy and correct errors prior to close of accounting period.
* Review and analyze transactions from Accounts Receivables and Accounts Payable to ensure they have been accurately coded and recorded. Work with Property Managers to investigate, resolve and/or report on discrepancies.
* Research, analyze, identify, and explain any variances or unexplained items on the Income Statement and changes on the Balance Sheet.
* Prepare additional financial reports to be included in the Financial Package as requested by client.
* Support individual Property Managers by providing guidance and instructions regarding financial tasks
* Assisting in accounting or operations projects from time to time as requested
* Other duties, as assigned

**QUALIFICATIONS:**

* Degree in accounting, finance, or related field
* 3 years’ experience in office environment, with accounting duties
* Must possess ability to read, comprehend, and follow simple to moderately complicated verbal and/or written instructions, basic arithmetical calculation skills.
* Must be able to effectively communicate with residents, staff, suppliers or vendors, as well as co-workers
* Must have experience working with computers and be proficient in MS Office, with advanced skills in Microsoft Excel
* Must have a thorough knowledge of bookkeeping/accounting theory and practices, as well as excellent organizational skills and able to manage multiple projects
* Mortgage experience preferred
* Full understanding of General Ledger system
* Ability to work effectively with all levels of accounting and operations management
* Willingness to assist others perform their duties in a team environment workplace

**TYPICAL WORKING ENVIRONMENT**

* Office setting, working with a personal computer at a desk and telephone
* Typically required to lift objects no more than 40 pounds on occasion, with ability to bend and stoop in order to maintain files and office appearance.

**Employee Job Description Receipt and Acknowledgement**

I have received a copy of the Lexington Asset Management Employee Job Description for Property Accountant.

I understand that it is my responsibility to perform my job in accordance with the job description. I also understand that I should discuss any questions that I have about my job description with my supervisor.

It has been explained to me that the guidelines contained in this description are summaries of my performance requirements and that they may be changed without prior notice.

I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor.

I agree to comply with Lexington Asset Management, LLC safety and community policies, Federal and State Fair Housing Laws, Workers Compensation and OSHA guidelines.

Finally, I know that my employment with the company is completely voluntary and that either party can terminate the employment relationship at any time, for any reason, with or without notice.

**Employee Name:**

**Employee Signature:**

**Date Signed:**