



CentennialREC.com

Job Title: Senior Property Accountant

Department: Accounting

Location: Dallas, TX

Reports To: Director, Property Accounting

FLSA Status: Exempt

Job Scope:

- Prepares month end and quarter end close for each respective property;
- Prepares and reviews monthly Balance Sheets, Income Statements, and Statement of Cash Flows for property to verify account balances and activity;
- Performs variance analysis and provides detailed explanations of deviations from budget or prior year based on specific materiality;
- Works with property asset management to resolve tenant account inquiries;
- Reconciles tenant ledgers;
- Performs CAM reconciliations;
- Calculate and bill percentage rent;
- Prepares and processes monthly fees including, but not limited to, leasing commissions and management fees;
- Prepares monthly bank reconciliations and account reconciliations;
- Responsible for ensuring recurring monthly payments are paid timely – avoiding any penalties for late payment;
- Reviews expenses and ensures monthly accruals are recorded timely and accurately;
- Analyze and interpret operating and financial information regarding profitability, capital expenditures, and performance against budget;
- Assist with budget / forecast process;
- Assist with year-end audit process;
- Prepare sales and use tax return forms.

Requirements and Other

- YARDI property accounting experience, or similar general ledger experience required;
- 3 – 5 years experience in Accounting for commercial retail real estate and general ledger accounting / close process
- Demonstrate knowledge of US GAAP and its application in a real estate firm
- Knowledge of the real estate transaction processes, including understanding and ability to review tenant leases

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- Organizational/Multi-Tasking: allocates time effectively, works well under pressure and meets tight deadlines; handles multiple demands and competing priorities and prioritizes workload; works at a detailed level; willing to learn in a dynamic environment that includes new ideas and change
- Strong financial acumen and ability to understand retail real estate operating statements;
- Experience with newly formed and rapidly growing companies is a plus
- Intermediate skills in MS Office applications, including Excel, Word, and Outlook
- Intermediate skills in Yardi (or comparable general ledger software program)
- Excellent verbal and written communication skills with a demonstrated ability to collaborate effectively with individuals across the organization
- Demonstrate strong work ethic and self-starter capabilities in a dynamic and cross-functional team environment
- Ability to operate efficiently, independently and to seek constant improvement in achieving team goals
- Bachelor's degree in Accounting or related field

This position is not eligible for any relocation reimbursements.

Telecommuting is not available.