

ON-SITE ACCOUNTANT

REPORTS TO: Vice President, Finance; General Manager

CLASSIFICATION: Exempt

OVERVIEW

The On-site Accountant is generally assigned and dedicated to a specific project. General purpose of this job is to prepare timely financial statements ensuring all schedules and reports accurately reflect the financial activity for each entity. The individual will adhere to established policies and procedures ensuring appropriate internal controls.

DEFINITION OF ROLE

An On-site Accountant is defined as an individual who acts in the same capacity as an Accountant in a hub accounting office. By definition, On-site Accountants are responsible for preparing financial information for their assigned property and are given access rights into the accounting software as an On-site Accountant. Their work is reviewed and approved by the Vice President, Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The On-site Accountant may:

- Setup tenants in the accounting software.
- Modify property and unit square footage in the accounting software.
- Complete tenant processing forms, including Lease Abstracts, Manual Billings, and Tenant Terminations, as approved by the Property Management staff.
- Enter tenant processing information into the accounting software and forward to the Vice President, Finance for approval.
- Run tenant inquiries as needed.
- Post and approve receipts when a lockbox is utilized.
- Apply any unapplied receivables and reverse receipt applications.
- Prepare applicable funding requests or funds transfers to ensure sufficient money exists in the operating account prior to initiating disbursements.
- Release Invoices for payment.
- Void checks.
- If applicable, the custodian of petty cash for a property management office.

- Responsible for preparation of accurate and timely monthly financial statements.
- Assemble the approved financial report and forward to the client.
- Prepare secondary excel or word reporting schedules for (but not limited to) depreciation, amortization, security deposits, loan schedules and balance sheet schedules.
- Prepare and enter journal entries – standard, recurring, reversing, adjusting, reclassing, prepaid rent, accruals, etc.
- Review and entry of budget into the accounting software.
- Organization and storage of financial information on location at the building.
- The On-site Accountant may complete BAIF's and forward to the Vice President, Finance for final approval and submission to Cash Management.

DESIRED SKILLS AND EXPERIENCE

- B.S. or B.A. degree in Business Administration or Accounting, or minimum five (5) years experience in property management accounting.
- Proficient with various computer software programs such as Microsoft Office, MRI, Yardi, and Kardin.
- Ability to read, analyze and interpret tenant leases, management agreements, and financial narratives.