

Senior Real Estate Accountant – Job Posting

POSITION TITLE: Senior Accountant – Real Estate
FLSA STATUS: Exempt

Preferred Hiring Range: \$88,138.95 to \$98,987

Full range: \$84,138.95 to \$113,835

Benefits Include: Medical, Dental, and Vision Coverage, with optional dependent coverage; Long Term Disability; 401(k) with Match; Medical and Dependent Care FSA; Life Insurance

Pay is determined based on skills, experience, and internal equity.

POSITION SUMMARY

Under the general direction and supervision of the Real Estate Controller, the Real Estate Senior Accountant will analyze, review financial positions, and provide recommendations to senior management to achieve strategic goals.

ESSENTIAL FUNCTIONS

- Monthly review of property financial statements.
- LINC/Partnerships intercompany reconciliation on a monthly/quarterly basis.
- Establish LINC Accounting process and standards to be followed by Property Management Companies.
- Primary accounting contact to property management companies.
- Audit intermediary for all properties and property managers.
- Create and maintain permanent records (i.e., Roll forward schedules for Actively Managed Properties).
- Preparation of quarterly and year-end adjustments to the property financial statements in compliance with GAAP requirements.
- Related Party fees Reconciliation (i.e., Advances & all other related party fees).
- Consolidate and communicate related party fees accrued in the property book to LINC Corporate Team.
- Review for accuracy of Annual Debt Confirmations prepared by Staff Accountant.
- Review and assist with facilitating annual audit and tax progress.
- Assist in training the Real Estate Staff Accountants.
- Collaborate with Asset Management for new policy and process improvements.
- Perform ad hoc reporting and analysis as required.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- GAAP accounting.
- Real Estate accounting practices as they pertain to operating properties and construction/development.

- Auditing procedures and practices.

Skill Level:

- Superior writing and communication skills.
- Strong analytical skills, financial management, and general accounting.
- Proficient in the use of personal computers and related software applications for accounting management. (e.g., QuickBooks, Excel, Access, Yardi, MRI)
- Excellent interpersonal skills for establishing and maintaining effective working relationships with employees, other department heads, investors, and other business stakeholders.

Ability to:

- Analyze Financials statements.
- Collaborate and communicate with internal and external parties affecting LINC's portfolios.
- Set and manage multiple priorities in the growing environment.

EDUCATION & EXPERIENCE

A combination of education and related experience may substitute for education requirements.

- BA in Accounting, Business, Finance, or related field; MBA preferred.
- CPA, preferred.
- 3+ years' experience in Real Estate accounting (Affordable Housing preferred but not required), **and**
- Experience in General Accounting, Audit, or a combination of both, required.

PHYSICAL DEMANDS/WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to adjust quickly to changing priorities and demands.
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard.
- Travel by various modes of private and commercial transportation within the region may be required.

The statements contained in this position description reflect general details as necessary to describe the primary functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.