

Job Title: Property Staff Accountant
Job Type: Full-Time; Exempt
Reports to: Senior Accounting Manager
Date: August 2019

COMPANY BACKGROUND

Real Capital Solutions is a highly entrepreneurial Real Estate Investment Company pairing active capital with an emphasis on street level solutions. As an active investment management company sources deals in value-add, opportunistic and high barrier to entry markets. RCS is solutions oriented real estate company that focuses on Acquisitions, Development and Management for highly complex and structured real estate opportunities. RCS has 30 years of operational and real estate expertise with returns that are in the top 5% of private equity real estate firms in the US.

SUMMARY

The Property Staff Accountant will be responsible for computing, classifying, recording and verifying numerical data for use in maintaining property accounting records for an assigned portfolio of properties. Successful candidates will have a good working knowledge of Accounting, Finance, and Budgeting, – including Generally Accepted Accounting Principles.

RESPONSIBILITIES

- Approve bank account reconciliations after GL tie out and assist in resolving any outstanding cash issues.
- Review the monthly Trial Balance for all sold properties, do entries if necessary.
- Monthly review of Investment/Holding portfolio, do entries if necessary.
- Prepaid Insurance reconciliation for each of the properties.
- Update and maintain the Property Tax and CAM master schedules.
- Tie out the GL to the TM1 rent roll report, all properties.
- Update Asset Keeper with current month additions from the GL, all properties. Make sure each ties back to the currently month GL.
- As new leases and addendums come in, update the information on the CAM reconciliations and be sure the Rent Roll for that property is updated with changes.
- Assist with Preparation of year-end tax files as assigned.
- Balance Sheet, Income Statement and Cash Flow.
- Small portfolio.
- Special Projects as assigned.

QUALIFICATIONS

- Bachelor's degree in Accounting required
- Minimum 2-4 years of solid accounting experience with preference given to individuals with Property Accounting experience
- Detail oriented with ability to work in fast paced, deadline driven environment
- Solid understanding and skills in Microsoft Office Suite; proficient with MS Excel
- Exceptional math aptitude and skills
- Strong organizational and planning skills
- Strong communication skills
- Ability to manage several projects/tasks at one time

ESSENTIAL FUNCTIONS

1. Ability to comply with company rules and regulations.
2. Ability to communicate effectively and courteously with internal and external customers through two-way verbal and written communication (speech, hearing, and writing).
3. Ability to operate various office equipment including, computer, telephone, fax, copier, calculator.
4. Ability to work long hours.
5. Ability to write and see things in close proximity.
6. Ability to work independently and refer appropriate matters to supervisor when necessary.
7. Ability to comprehend written and verbal communication.

PHYSICAL DEMANDS

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, and talk and hear. The employee is frequently required to sit when doing paperwork or answering emails; use hands or fingers to utilize computer. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY

Please apply by sending a cover letter, detailing your experience and salary requirements, and resume to jobs@realcapitalsolutions.com. Please enter "Property Staff Accountant" in the subject line of your email.