



## **SENIOR ACCOUNTANT – COMMERCIAL REAL ESTATE**

### **COMPANY**

Dallas-based, privately held commercial real estate development and investment management company with exceptional performance specializing in value-add and opportunistic real estate investments. With an entrepreneurial spirit and proven 30-year track record across several market cycles they have steadily built up a portfolio of over 13 million square feet of industrial and office properties and 3,000 multifamily units located nationally.

### **OPPORTUNITY**

Immediate opening for an experienced **SENIOR ACCOUNTANT** in the Dallas corporate office of a growing private commercial real estate investor/developer. This position will assist with the accounting and preparation of financial reporting for a portfolio of commercial investment properties. This position reports directly to the Assistant Controller and works closely with asset/property managers, lenders and other third-party accountants. Dallas area applicants only.

### **KEY RESPONSIBILITIES / DUTIES**

The activities listed here are not all-inclusive; rather, they indicate the types of activities normally performed by this position. The successful candidate will be able to demonstrate core competencies in the following areas:

- Oversee day-to-day accounting operations of commercial property buildings.
- Prepare bank reconciliations, record journal entries, and reconcile general ledger accounts.
- Prepare and analyze monthly financial statements for portfolio of industrial properties.
- Assist in preparing annual budgets for certain investment properties and reviewing budgets prepared by third parties.
- Compile financial work-papers for audits/reviews/tax return preparation.
- Work to ensure all reports/documents are forwarded to auditors.
- Process accounts receivable and review accounts payable for each respective property within portfolio.
- Assist property managers with tenant ledger analysis and any resulting charge adjustments.
- Process cash receipts daily and apply to tenant ledgers
- Ensure that all property and tenant lease information is accurate and up to date.
- Performs annual CAM reconciliations and assembles necessary support to provide to both tenant and auditors.
- Preparation of depreciation and amortization schedules and monthly recording of expense.
- Assist in preparation of monthly partner distribution calculations.
- Perform other special projects, historical research, and financial analysis as assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and EXPERIENCE**

- 3-5+ years commercial real estate experience (emphasis on retail, office, industrial)
- Accounting degree required
- Organized and articulate
- Detail oriented
- Demonstrated proficiency with Microsoft Word and Excel
- Experience with MRI Accounting software a plus

### **SCOPE OF RESPONSIBILITY**

Decisions made with thorough understanding of procedures, company policies, and business practices to achieve general results and deadlines. Self-sufficient in monitoring work unit and/or project deadlines. Errors in judgment may cause short-term impact to department.