



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.