

Property Accountant

NAI Merin Hunter Codman, Inc. has an open **Property Accountant** position in its corporate headquarters in West Palm Beach.

NAI Merin Hunter Codman, Inc. is a commercial real estate services and investment firm located in Palm Beach County, Florida. The firm was founded in 1992 and has nearly three decades of experience in acquisitions, development, dispositions, leasing, comprehensive property management and corporate services. The firm has strong knowledge and capabilities in all commercial property sectors from office and industrial to retail and land. The firm is a member of NAI Global, the world's leading commercial real estate network with a presence spanning more than 65 countries around the globe.

Property Accountant Responsibilities: Performs accounting and reporting duties for commercial properties:

- Prepare monthly financial packages for a portfolio of commercial properties (including assisting PMs with Variance explanations).
- Maintains monthly financial supporting schedules and work papers.
- Records JEs (month-end closing entries, accruals, prepaids, etc.) and reviews GLs to ensure accuracy.
- Weekly - update cash and review bank activity.
- Monthly Bank reconciliations.
- Accounts Payable & Accounts Receivable.
- Prepare management fee invoices and rent reconciliation supporting schedules.
- Prepare monthly distribution schedules.
- Prepare monthly lender draws packages.
- Prepare monthly, quarterly and annual lender reporting packages.
- Monthly sales tax returns (preparation & filing).
- Set up new leases and amendments in Yardi.
- Annual CAM reconciliations.
- Assist in preparation of annual budgets.
- Annually work with auditors on annual Financial Statement review.
- Ad hoc financial analyses as needed and directed by Controller and VP of Accounting.

Qualifications/Experience:

Minimum four years of general Accounting experience required.

- Bachelor's degree in accounting required.
- Real estate experience is strongly preferred.
- Excellent interpersonal skills, positive attitude.
- Proficient in MS Office particularly Excel.
- Proficient in accounting systems and familiarity with Yardi is a plus.

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NAI Merin Hunter Codman is an Equal Opportunity Employer. Applicants are considered regardless of race, color, religion, creed, age, sex, pregnancy, family responsibility, national origin or ancestry, citizenship, marital status, sexual orientation, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability or any other protected characteristic in accordance with applicable law.