

Senior Property Accountant

MHCommercial Real Estate Fund and NAI/Merin Hunter Codman, Inc. have an open Senior Property Accountant position in its corporate headquarters in West Palm Beach. The company has acquired and sold more than a half billion dollars of real estate in Florida over the past 5 years. The company is well-established as one of the preeminent real estate companies in Florida and continues to grow its portfolio at a fast rate. We are looking for a candidate with a sophisticated financial mind and strong business acumen to help lead and grow the accounting team. The position reports directly to the Vice President of Accounting and will have high visibility to the management and executive teams. Additionally, there is opportunity for future growth within the company.

Senior Property Accountant Responsibilities:

- Performs accounting and reporting duties for commercial properties.
- Assist in mentoring a team of Staff Accountants.
- Prepares 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.
- Bank reconciliations.
- Review of Accounts Payable & Accounts Receivable.
- Prepare management fee invoices and rent reconciliation supporting schedules.
- Prepares monthly cashflows/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.
- Involved in onboarding and offboarding of assets (opening/closing entries, due diligence, etc).
- Ad hoc financial analyses as needed and directed by Vice President of Accounting.

Qualifications/Experience (full training will be provided):

1. Minimum five years' real estate accounting experience preferred.
2. Prior experience in mentoring employees.
3. Bachelor's degree in accounting preferred.
4. Excellent interpersonal skills, positive attitude.
5. Proficient in MS Office particularly Excel.
6. 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.