



## **ACCOUNTANT**

### **Scope and Purpose**

Under the direction of the Senior Accountant, responsible for, including but not limited to, the general administration of the property.

### **Duties and Responsibilities**

- Adhere to all company personnel directives as per the employee handbook
- Process accounts receivable and review accounts payable for respective properties
- Manage monthly billings for timely submission, accuracy and payment
- Assist with the collections of rent and handling of delinquent accounts
- Recording and reconciling financial information on a daily, monthly basis in accounting software
- Prepare monthly financial reports and packages for owners
- Perform billing calculations for asset, development, maintenance and management fees
- Budget forecasting and cashflow analysis
- Adhere to all appropriate company accounting directives including, but not limited to:
  - a. Use of account numbers
  - b. Expense requirements
  - c. Accounts payable system and filing
  - d. Other monthly reports
- Assist with the purchase necessary office supplies in accordance with company policy.
- Responsible for A/R and related correspondence
- Ensure invoices are properly coded
- Create audit packages in for auditors
- Communicate with property owners, lenders and related third-party agencies
- Update vendor accounts and maintain certificates of insurance
- Makes bank deposits electronically and records payments in software
- Ensures that all property and resident/tenant information is up to date and correct
- Issue Resident/ Tenant/ Owner statements and supporting schedules
- Print checks and obtain signatures.
- Complete specials as assigned
- Provides assistance, guidance and training to other employees
- Establish and set-up new entities and corresponding bank accounts, tax id and related.

### **Qualifications**

- Minimum of two years experience in Real Estate/ Property Management or related filed.
- Minimum 3-5 years accounting experience required
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- Knowledge of financial matters and GAAP (Generally Accepted Accounting Principles)
- Strong analytical and problem-solving skills
- Ability to communicate (oral & written) in a collaborative with a diverse team
- Ability to work independently, work under pressure, multi- task and meet deadlines
- Proficiency in all Microsoft Office Programs
- Pleasing personality and interpersonal skills.
- Accounting and administrative background.
- Experienced with Yardi Voyager or similar property management software preferred

Job Location: Columbia, Maryland

We offer a competitive benefits and salary package.

To apply you may email your resume to [lashon@noblerealtyadvisors.com](mailto:lashon@noblerealtyadvisors.com) or fax to (240) 427-4699.