Property Management Accountant - Job Description
ASIAN, Inc.

Department: Accounting
FLSA Designation: Exempt
Full-Time Salary Range: 65,000 - 80,000
Expected Start Date: September 1, 2022

Summary of Position:
The Property Management Accountant oversees accounts receivable, accounts payable, and prepares monthly financial statements for properties managed by ASIAN, Inc. This position is responsible for managing clerical staff and maintaining accounting policies and procedures. The position reports to Accounting, but will be direct liaison and service provider for our Property Management team.

Duties and Responsibilities:
- Work with Property Management team to maintain tenant ledgers
  - Review and post tenant payments
  - Research and reconcile tenant ledger history
  - Process tenant ledger adjustments
- Assist with preparation of annual rent increase calculations
- Calculate and prepare annual tenant security deposit interest
- Coordinate payable data entry and approval process
- Process payments, communicate with vendors in coordination with Property Management regarding payments, and maintain vendor ledgers
- Process move-outs and security deposit refunds
- Responsible for month-end and year-end close for assigned properties. Tasks include, but are not limited to:
  - Reconciliation of bank accounts and other GL accounts
  - Preparing tenant delinquency reports
  - Preparing and posting journal entries
  - Preparing financial reports and supplementary schedules as needed
- Coordinate and communicate with auditors for each property’s annual audit reporting (ensuring all parties are receiving and returning information on a timely basis)
- Assist with ASIAN, Inc.’s annual consolidated audit
- Train and manage part-time staff
- Maintain active communication with Property Management department to resolve payment issues associated with tenants and vendors
- Assist with ad-hoc projects as needed

Qualification Requirements: 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.
Desired Qualifications:
- Bachelor’s degree in Accounting, Finance, or Business Administration
- Knowledge of GAAP essential
- Experience with property management software preferrable, e.g. Yardi
- Experience in Property Accounting a plus
- Nonprofit accounting experience a plus
- Between 1-3 years of GL experience
- Supervisory or management experience a plus
- Computer literate, with experience working with spreadsheet software
- Organized and detail oriented
- Ability to work independently and in a team setting
- Ability to perform detailed tasks accurately and in a timely manner

Communication Skills:
- Strong verbal and written communication skills
- Ability to establish relationships with professional service providers and other departments

Time Management Skills:
- Ability to prioritize, handle a number of projects simultaneously and meet deadlines

Problem Solving Skills:
- Ability to exercise sound judgment and problem solving skills

Physical Requirements:
- Ability to sit at desk, working on computers and phones for 8 hours a day
- Ability to concentrate for 8 hours a day
- Multi-limb and eye-hand coordination
- Ability to bend, stop, and lift boxes up to 15 pounds
- Ability to stand, twist, turn, and reach
- Ability to travel to offices and vendors in other cities

Email Cover letter and Resume to hr@asianinc.org