



KELLER AUGUSTA

Property Accountant

Qualified candidates please contact: Christina Smith: 617-247-0505 / christina@kelleraugusta.com

Location: Boston, MA

Reports to: Controller

Our client is a private real estate developer in business in Boston for over 40 years. The firm's diverse portfolio includes both residential and commercial assets across a wide range of market sectors. The organization holds its assets long term and self manages.

The firm is looking for an experienced Property Accountant to join the team, servicing a mixed portfolio of commercial and residential assets.

Processing

- Open mail daily. Stamp date received.
- Prepare utility trend sheets for utility bills.
- Review all vendor statements.
- Process checks within 24 hours of receipt and prepare deposit.
- Process and pay mortgages, real estate taxes, employee rents, evictions, reserves, inter-company bills, employee reimbursements, other recurring vouchers and any other bills that do not need manager approval.
- Process approved invoices. Research any 'past due' amounts or 'credit balances forward'.
- Pay mortgages, condo fees, utilities, advertising, insurances, monthly reserves and other invoices that need to be paid by due dates.
- File all paid bills and prepare checks for mailing.
- Keep an "Open Invoice" report listing all unpaid invoices in folder at all times.
- Input new residential and commercial tenants to property management software. For commercial tenants also add in rent increases and other scheduled changes in lease.
- Input changes to tenant accounts within 48 hours.
- For any receipts or transfer sheets that cannot be processed – contact appropriate property personnel. Keep an "Open Item" folder.

Property Management Reports

- Review prepaid and delinquent reports weekly. Determine corrective action and make any necessary changes to tenant account.
- Review Move-In and Move-Out reports and gross potential reports weekly.
- Review lease expirations at the beginning of each month. Review increase reports and letters.
- Review CPI increases monthly for commercial properties. Send increase letters to tenants and copy Property Manager.

Monthly

- Prepare folder with open invoices, Open Invoice Report, Detail GL for Operating Cash Account, and Income Statement vs Budget.
- Review Income Statement vs Budget and understand any major variances.
- Make adjustments as needed.



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- Ensure that all receipts from property personnel are in for processing.
- Review Delinquent and Prepaid reports.
- Attend monthly meeting with owners and property managers to review operating results for the month being prepared to answer questions that are asked regarding portfolio of properties.
- Process move-outs and move-ins.

- Roll rents as soon as move-ins are complete.
- Review Gross Potential reports. Research and correct miscellaneous credits, delinquencies and lost days.
- Run income statement vs budget.
- Run balance sheet.
- Prepare all financial reports for Controller.

Reserve Excel Sheets

- Keep reserve excel sheets up to date for all G/L activity each month. Reconcile balances. Bring any discrepancies or over or under funded balances to Controller for review and adjustment.

Annually

- Prepare tax work papers including all backup and schedules tied to trial balance.
- Prepare schedules for capital projects for annual updates by property managers and update with property manager's input.
- Attend meeting with owners and property managers to review capital project requests. Use this input to set capital and reserve budgets.
- Prepare projected, annual utility budgets.
- Prepare insurance schedules and input.
- Review other operating budgets from managers. Input all budgets into accounting software.
- Reconcile annual CAMs and prepare invoices or refunds for tenants.
- Review real estate tax bills and valuations. Update real estate tax excel schedules with annual changes.
- Work with brokers to renew third party utility provider contracts.