

Manager, Accounting

Columbia Property Trust is currently recruiting for a **Manager, Accounting** in our **Atlanta corporate office**. Columbia owns and operates Class-A office buildings concentrated in New York, San Francisco, and Washington, D.C. Its portfolio consists of over nine million square feet, including 19 operating properties and one property under redevelopment. With executive offices in New York, San Francisco, Atlanta, and Washington, D.C, Columbia carries an investment-grade rating from both Moody's and Standard & Poor's

Job Responsibilities:

- BS in Management, Finance or Accounting
- CPA a plus
- Experience with implementing and adhering to SOX processes
- 5+ years of related experience in managing staff of 3-4 and review of work product
- Demonstrated effectiveness in leadership and team-building
- In-depth familiarity with MRI/Nexus and lease administration
- Experiencing reading and interpreting complex leases
- Advanced proficiency in Excel (vlookups, Macros, Pivot tables)
- Exceptional organizational skills including the ability to prioritize and manage multiple tasks
- Excellent verbal and written communication skills
- Team Player with the ability to interact effectively with all levels of the organization, including senior management and Property Management teams
- Highly motivated, dead-line driven with strong attention to detail

Job Requirements:

- Oversee the posting and application of cash receipts to the respective tenant ledger
- Assist with financial operations' reporting needs, as required
- Review of processed A/P information and related system transactions for accuracy
- Manage the billing for monthly charges, reviewing AR balances and bad debt, and verify data is accurate
- Review lease abstracts for new leases and lease amendments and verify integrity of data in MRI
- Assist Portfolio Controllers with special projects, transaction research, and audits
- Maintain SOX procedures related to the administration of leases and current lease administration policies
- Provide guidance and orientation to new hires in the field related to billing, invoicing, property tax process, receivables

PHYSICAL DEMANDS: The worker is sitting most of the time but can often include tasks involving light work, exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal and extensive reading. The worker is constantly typing into a computer, and occasionally other office productivity machinery (such as a calculator, copy machine, and computer printer). The worker needs to move about inside the office to interact and assist tenants. May involved extended periods of standing. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.