

Senior Property Accountant

Atlanta, GA

Columbia Property Trust is currently seeking a **Senior Property Accountant** in our **Atlanta** office. This position accounts for property level transactions for multiple commercial office properties, assists with the overall consolidation of portfolio wide closing tasks, and supports management and external auditors to facilitate the timely preparation of GAAP-based financial information for internal and external reporting (including partner level reporting). This position also assists with quarterly financial forecasting and annual budgeting, preparing accurate and complete income recovery, analysis, explains budget and trend variances, and projects short-term and long-term cash management needs due to lender restrictions.

Key Responsibilities

The Senior Property Accountant reports directly to the Portfolio Manager and indirectly to the Director of Real Estate Accounting.

- Responsible for full property financial operations reporting monthly – revenue, expenses, accruals, job cost reporting, etc.
- Partner with onsite property teams to maximize quality of financial information.
- Assist with external reporting for assigned properties in accordance with property ownership requirements.
- Maintain tenant receivables records including identification of collection issues and potential bad debt.
- Analyze and abstract lease documents with ability to understand their impact on both the balance sheet and income statement.
- Maintain straight-line rent schedules including the update of same for lease amendments.
- Coordinate with and assist auditors and tax department.
- Analyze balance sheet and income statement activity for proper and complete reporting.
- Perform variance analysis with an understanding of how certain scenarios should be reflected in financials.
- Maintain job costs records for capital projects at properties as well as perform monthly capital commitment tracking.
- Assist and collaborate in the preparation of the quarterly reforecast and annual budget.

Essential Functions

- Monthly close of the general ledger including variance analyses, bank reconciliations, recoverable income reconciliations, calculation of accruals, and any consolidated close entries.
- Maintain subledgers for fixed assets and job cost including reconciling to general ledger and determining cash requirements and capital commitments.
- Apply technical accounting issues, company policy, and control procedures.

Competencies

- Detail oriented with ability to multi-task and meet deadlines.
- General understanding of accounting software systems and how they interact.
- Strong team player.
- Strong analytical and technical accounting skills.
- Full understanding of the basics of US GAAP as it relates to real estate accounting.
- Ability to understand various ownership structures and related reporting requirements.
- Must be proficient in Microsoft Office.
- Must have excellent verbal and written communication skills.
- Must be a self-starter, self-disciplined, and highly organized.

Required Education/Experience

- Bachelor's degree.
- Minimum three years' experience in an accounting role, preferably in Commercial Real Estate/Property Management and reporting to multiple ownership entities.
- Experience preparing US GAAP based financial statements.
- Previous experience closing properties in tight time frames while handling real estate specific accounting such as straight-line rent, lease terminations, and analyzing leases.
- Applicants must be authorized to work for any employer in the US.

Preferred Education/Experience

- Bachelor's degree in Accounting.
- CPA candidate or designation.
- MRI (Accounting software) experience.
- Experience with Nexus Payables.
- MRI Job Cost and Fixed Asset module experience.

Travel Required and Percentage:

Less than 5%.

Physical Demands

The worker is sitting most of the time but will often include tasks involving light work, exerting up to 10 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 occasionally move about inside the office to access file cabinets, office machinery, etc. The worker may need to visit construction jobsites to review the progress of work, meet with the project management staff, lender inspectors and related parties. These visits may require the use of protective equipment and may entail visiting jobsites where agility is required to move around the site.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Company Background

Columbia Property Trust creates storied properties for legendary companies in New York, San Francisco, Washington D.C., and Boston. The Columbia team is deeply experienced in transactions, asset management and repositioning, leasing, development, and property management. It employs these competencies to grow value across its high-quality, well-leased portfolio of 12 properties that contain more than five million rentable square feet, as well as four properties under development, and also has over 8.5 million square feet under management for private investors and third parties.

For more information, please visit www.columbia.reit.

Columbia is proud to be an Equal Opportunity Employer – Veterans/Disabled and other protected categories.