

POSITION TITLE: Staff Accountant – Real Estate

FLSA STATUS: Exempt

Hybrid Position in Long Beach, CA

Preferred Hiring Range \$64,480

Full Range \$64,480 to \$71,568

Hiring rates are determined by skills, knowledge, experience, and internal equity.

POSITION SUMMARY

Under the general direction and supervision of the Senior Real Estate Portfolio Accountant, the Staff Accountant will analyze and review financials for all properties. And provide recommendations to senior management to achieve strategic goals.

ESSENTIAL FUNCTIONS

- Monthly review of property financial statements
- Linc/Partnerships intercompany reconciliation on a monthly/quarterly basis
- Establish Linc Accounting process and standards to be followed by Property Management Companies.
- Audit intermediary for all properties and property managers
- Create and maintain permanent files. (i.e., Rollforward schedules for Actively Managed Properties)
- Preparation of quarterly and year-end adjustments in compliance with GAAP requirements.
- Related Party fees Reconciliation – (i.e., Advances & all other related party fees)
- Prepare Annual Debt Confirmation
- Monitor and follow up on audit and tax progress.
- Download and save stable properties reserve bank statements controlled by Linc, Insurance Invoices, and new/amended agreements.
- Distribute to Asset Managers property checks and/or bills
- Collaborate with Asset Management for new policy and process improvements.
- Perform ad hoc reporting and analysis as required.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- GAAP accounting
- Real Estate accounting practices as they pertain to operating properties and construction/development
- Property Management accounting standards
- Accepted methodologies for budgeting and cash forecasting
- Auditing procedures and practices

Skill Level:

- Superior writing and communication skills
- Strong analytical skills, financial management, and general accounting.
- Proficient in the use of personal computers and related software applications for accounting management, e.g., QuickBooks, Excel, Access, Yardi, MRI
- Excellent interpersonal skills for establishing and maintaining effective working relationships with employees, other department heads, investors, and other business stakeholders.

Ability to:

- Analyze Financial Statements.
- Collaborate and communicate with internal and external parties affecting LINC's portfolios.
- Set and manage multiple priorities in the growing environment.

EDUCATION & EXPERIENCE

- A combination of education and related experience may substitute for education requirements.
- BA in Accounting, Business, Finance, or related field; MBA preferred.
- 3+ years' experience in Real Estate accounting and Property Management (Affordable Housing preferred but not required) and
- Experience in General Accounting, Audit, or a combination of both is required.

PHSICAL DEMANDS/WORKING CONDITIONS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.

- While performing the duties of this job, the employee is frequently required to sit and use a keyboard.

The statements contained in this position description reflect general details as necessary to describe the primary functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.