



## **Property Accountant**

Coreland Companies

Tustin, CA

Coreland Companies is seeking a team-focused, motivated and detail-oriented Property Accountant to join our team. The ideal candidate has a bachelor's degree in accounting with a minimum of 1 year experience in real estate accounting. Familiarity with MRI, Yardi and Avid is a plus. Coreland Companies offers competitive compensation and benefits package.

### **Responsibilities:**

- Prepare financial statements to ensure they are issued in a timely and accurate manner including completion of the following:
  - Record all journal entries with supporting back-up.
  - Identify necessary accruals and post journal entries for accrual books.
  - Prepare supporting schedules for all balance sheet accounts.
  - Ensure all system-prepared schedules reconcile and resolve differences.
  - Calculate management fees.
  - Perform bank reconciliations and ensure reconciled items are cleared.
  - Responsible for debt payments and ensure accuracy of client distributions.
  - Monitor cash account and prepare funding requests and money transfers when required.
- Prepare external financial reporting and/or miscellaneous special client requests.
- Prepare information required for external audits and tax returns.
- Assist with budgets, CAM reconciliations, insurance calculations, tax calculations and CAM disputes.
- Review lease abstracts.
- Establish and maintain collaborative working relationships between departments and with co-workers.

### **Qualifications:**

- Bachelor's degree in accounting or finance
- Excellent communication skills
- Pro-active and detail oriented team player
- Experience with MRI, Yardi, and Avid highly desirable
- Proficient in Microsoft Excel and Word

### **Compensation:**

- Salary to be determined commensurate with experience.

Please visit [www.coreland.com](http://www.coreland.com) for more information about our company.