

## **Senior Accountant**

*The Senior Accountant is responsible for all general ledger entries, monthly balance sheet reconciliations and preparation of timely financial reporting for 1.2 million sqft. Office real estate portfolio.*

### **Major Accountabilities:**

- Manage routine general ledger accounting and recurring journal entries (insurance, taxes and mortgage interest)
- Recording of cash activity on a timely basis so that cash management has correct information
- Insure that all expenses have been accrued and are accurately reflected in the monthly reporting
- Manage/prepare accurate financial reports, rent rolls, and other related reports for internal and external purposes
- Creation of new tenants and new tenant charges in to the system
- Monthly posting of tenant charges and receipts
- Review financial information to ensure compliance with established standard procedures and accounting principles
- Assist with annual property budgets and monthly reforecasting of expenditures
- Prepare annual CAM reconciliations
- Monthly approval of charges and payables
- Assist in annual internal audit gathering test data and documenting results of sample data.
- Other projects as assigned by the Controller

### **Desired Prerequisites:**

- Bachelor's Degree; accounting major preferred
- Minimum 3 to 6 years of experience in the real estate industry
- Commercial product focus strongly preferred
- Knowledge of general ledger accounting with a strong emphasis on analysis and reconciliation
- Strong Excel skills required
- Yardi Voyager experience preferred

### **Preferred Attributes:**

- Strong organizational skills, communication skills, and problem-solving ability
- Strong work ethic
- Detail-Oriented
- Positive Attitude and a Team Player
- Exceptional software skills
- Works effectively in a team environment through collaboration and partnership
- Ability to meet and manage deadlines in a fast-paced environment
- Ability to handle multiple projects

**Benefits:**

- Competitive Salary
- Medical, dental and vision insurance available
- 401(k) with generous company match
- Company paid parking

**About Billingsley Company:**

Founded in 1978 by Lucy and Henry Billingsley, the organization expertly builds, owns and manages its properties, ensuring long-term client, resident and partner return.

Specializing in master-planned developments and principles of new urbanism, each Billingsley property signifies technology, convenience and a vast array of amenities aimed to attract and retain tenants, residents, visitors and employees. These amenities include art, sculpture, parks, trails and outdoor public spaces.

Delivering smart design integrated with artistic works and natural spaces, Billingsley Company's developments are life-enhancing communities in which to work, live, play, shop and dine.

Combining its relationships in the local market with its expertise in development, Billingsley Company provides expanded opportunities for its business partners. From raw land to fully developed communities, Billingsley Company is engaged in each step of the process. We own, design, finance, lease and manage for the future success of our investments and the future success of our tenants. Our decisions in design, finance and construction are grounded in doing what is right for the long term.