

JOB DESCRIPTION

JOB TITLE: ACCOUNTING MANAGER
REPORTS TO: CORPORATE CONTROLLER

BASIC PURPOSE:

Under the direction of the Corporate Controller and in conjunction with the property management team, the Accounting Manager will provide leadership, training, and review of work performed by Property Accountants to ensure accurate and timely recording & reporting of property level financial statements in accordance with company standards.

ESSENTIAL FUNCTIONS:

- Responsible for the timely review and issuance of the monthly, quarterly and annual financial reporting packages including schedules/responses related to audits and inquiries from internal and external parties
- Responsible for the preparation of quarterly distribution, escrow and bonus analyses, along with other ad hoc analysis requested by management
- Assist with preparation of annual budgets as needed
- Responsible for maintaining a high-performing team including training and development of accounting members and identifying cross-training opportunities
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy
- Responsible for supporting management initiatives including process standardization and simplification, financial analysis and research, and reporting
- Maintain strong working relationships between Property Managers and Accounting staff
- Comply with Company policies and procedures, accounting policies and procedures, and applicable local, state, and federal laws
- Analytically review and interpret financial information.

JOB QUALIFICATION REQUIREMENTS:

Knowledge/Experience:

BBA or BS in Accounting or Finance. Minimum 5 years progressive accounting experience. Real Estate accounting experience highly preferred. Ability to multi-task, work under pressure, meet deadlines and be able to thrive in a fast-paced work environment

Excellent communication, organizational and leadership skills are necessary. Self motivation, attention to detail, and ability to adapt to and move with change are necessary. Additional skills include problem solving, strategic thinking and a team player.

Machines, Tools and Equipment, Software:

Extensive knowledge of Excel, Word, and computer systems required. Experience with property management accounting software (i.e. Yardi Voyager) and QuickBooks preferred. Computer, telephone, facsimile, photocopier and vehicle.

Licenses/Certification:

Valid driver's license, good driving record and auto insurance are required.

Other Requirements:

As an Ackermann team member, you represent the Ackermann Group. While you are on the job, you are expected to wear clothing and accessories that are appropriate in a professional business environment. Refer to the Ackermann Group Handbook Dress Code Guidelines for additional information. In addition, you also have an obligation to maintain proper standards of conduct including but not limited to working well with team members and having a positive attitude.

PHYSICAL AND VISUAL ACTIVITIES:

Ability to interpret, evaluate and communicate detailed written or verbal instructions to others accurately and quickly, attending meetings, written correspondence or other forms of communication. Inside and outside work in all types of weather. Ability to communicate effectively (expressing or exchanging ideas by means of the spoken or written word.) This skill/ability is important in work activities in which workers must impart or receive detailed information through oral or written communication.

Physical and visual activities are commonly associated with the performance of the essential functions of this job. "Commonly associated" is not intended to mean always or only. There may be different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

WORKING ENVIRONMENT:

Corporate Office