



Job Title:	Property Accountant
Location:	Nashville, TN
Compensation:	\$24 to \$30 Hourly
Benefits Offered:	401K, Dental, Life, Medical, Vision
Employment Type:	Full Time

Summary of duties and responsibilities:

The Property Accountant is responsible for a portfolio of buildings related to the portfolio account. The activities listed here are not all-inclusive; rather, they indicate the types of activities normally performed by this function.

Essential Duties and Responsibilities include but are not limited to the following:

- Prepare all aspects of the financial statement package, including creating and posting journal entries, general ledger review and completion of balance sheet support schedules
- Ensure financial packages are completed and delivered in a timely and accurate manner to Directors of Property Management, Property Managers, and clients
- Monitor and maintain cash balances
- Resolve all issues and document response to all review comments generated
- Review variances in financial statements and documents explanation for significant items
- Ensures all debt, real estate tax, and sales tax (where applicable) are made in a timely manner and internal schedules are maintained
- Adhere to internal accounting policies and procedures
- Verify that budget information has been properly inputted into the system
- Handle client audit requests as needed
- Assist in the set up and transitions of properties which may include loading beginning balance information, sales pro-ratio calculations, and closing entries

Qualifications:

- Accounting related experience of 4 or more years
- Leasing and property accounting related experience a plus
- Strong preference for multi-entity experience
- Understands the Importance of the Tenant-Client-Manager-Vendor Relationships
- Solid Customer Service and Interpersonal skills
- Attentive to Detail
- Trustworthy and preserves confidentiality
- Experience reading and understanding leases preferred

Position Competencies:

- **Service to Employees:** Treats other employees with respect and dignity and acts as a positive member of the team; establishes and maintains effective relationships
- **Service to Clients:** Provides high level of service to clients in all situations; strives to meet and exceed client expectations; establishes and maintains effective relationships
- **Service to Tenants:** Provides high level of service to tenants in all situations; strives to meet and exceed tenant expectations; establishes and maintains effective relationships
- **Attention to Detail:** Able to "zoom in" to detail quickly and accurately; checks information, picks up inconsistencies and mistakes; can make detailed comparisons between similar

sources

- **Effective Communication:** Is able to clearly and succinctly communicate in a variety of settings and styles; can get messages across that have the desired effect
- **Task Completion:** Responds effectively to clear direction; follows set procedures; solves immediate problems; escalates where appropriate; sees tasks through to completion
- **Time Management:** Uses his/her time effectively and efficiently; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities; effectively prioritizes tasks

Compensation:

The Property Accountant compensation will be commensurate with experience depending on experience and qualifications. This range is subject to local, state and regional dynamics and maybe adjusted up or down depending on market conditions.

Physical Demands:

- Requires extended hours to meet specific monthly or project related due dates

Supervisory Responsibility:

- No supervisory responsibilities

Promotional Opportunity:

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. To be considered, employees must have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

This description is not all inclusive and duties will vary depending on assigned portfolio.

About Holladay Property Services:

Holladay Properties is a full-scale land development, design/build and fully-integrated real estate company, as well as one of the largest medical office management firms in the country. Our medical division has a national reputation of excellence in MOB management and development of medical real estate assets for third-party owners and is an IREM Accredited Management Organization.

Employee Benefits include:

- Medical, dental, vision, 401K
- Casual Fridays
- Strengths based culture
- Employee development
- Community involvement
- Competitive compensation
- Flexible schedules
- Free parking