



Property Accountant Position

The Property Accountant will be responsible for an assigned portfolio of properties/entities. We are looking for a hands-on, detailed oriented individual who will be able to analyze and account for a portfolio of commercial and development properties at various levels. This position requires a hands-on self-starter with the ability to take initiative and solve problems.

Specific responsibilities include: Prepare monthly financial statements and reporting packages including income statement, balance sheet, monthly variance reports. Develop annual budgets in conjunction with property management and lease administration (as necessary)

Analyze tenant billing for real estate tax escalations and common area maintenance charges. Coordinate with lenders on reserve draws and funding. Review trial balances and supporting schedules received from third party managers for accuracy Prepare monthly bank reconciliations and update fixed asset schedules, as needed.

Qualifications: Strong work ethic, self-motivated, resourceful and proactive. Strong analytical ability and computer skills including Excel. Strong communication and organization skills with ability to work independently, effectively prioritize, and multi-task under pressure.

Timberline experience preferred and BS in Accounting from an accredited university/college. Minimum of 2 Years accounting experience - open to all levels of experience greater than 2 years Strong attention to detail, must take pride in delivering quality work product Competitive compensation package based on experience. Excellent benefits and 401k with company match.

WE JUST MOVED!

PLEASE NOTE OUR NEW NUTLEY ADDRESS AND UPDATE YOUR RECORDS

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