

PINGREE NORTHWEST

PROPERTY MANAGEMENT \ LEASING \ CONSULTING

EXPERIENCED PROPERTY ACCOUNTANT

Expanding firm is seeking an Experienced Property Accountant!

You will have a high level of responsibility in the day-to-day operations of the Property Accounting Department and will work very closely with and report to the Operations and Accounting Manager. You are an accounting wizard and love details, organization, and Excel spreadsheets. You love problem solving and you manage your time well. To-do lists make you happy and you thrive in an environment where no day is the same. You are OK getting into the zone to crank out some data entry or work on budgeting spreadsheets, but you also enjoy projects where you get to see the bigger picture and complete financial analysis and scenario planning in collaboration with the Operations and Accounting Manager and Accounts Payable Associate. You have experience or are excited to gain experience in the Commercial Real Estate and Property Management industry and be immersed in a community of innovative buildings, cool tenants and fantastic clients. This isn't your typical Accountant role. We are also expecting this role will spend approximately 10% of their time on other general office projects to contribute to the smooth operations of the Company as directed by the O&A Manager. You won't just be responsible for one component of the Accounting function while stuck in a sad grey cubical desk but will be part of multiple areas and will be a leader in upholding our standards and keeping our clients happy while enjoying the view from our cool office.

At Pingree Northwest we believe in doing things better. We want to be the best at what we do and hiring smart and ambitious people is the key to reaching our goals. We pride ourselves on creating an environment that fosters collaboration, hard work and caring. Our office building is located on the same property as a garden nursery which makes for really nice afternoon meetings in the sunshine..

Responsibilities include, but are not limited to;

- Manage the full-cycle property accounting process in conjunction with the Accounting Manager - we have an Accounting calendar; you will own this calendar and make sure it's all done in collaboration with the other Accounting and Property Management Team members. You will be the boss of this calendar and make sure everything gets done!
- Manage the A/R process including collecting tenant rents, applying them appropriately in the system, tracking rents for calculating management fees, and responding to tenants regarding rent/tenant ledger questions.
- Assist with creating and enhancing the Property Accounting Department processes and best practices
- Review Accounts Payable Associate work and support/assist where needed when other Accounting members are on PTO or as directed by Accounting Manager
- Prepare and review monthly property journal entries, as needed
- Assist with writing, reviewing, packaging and sending monthly financial and management reporting reports for our clients - including P&L, Statement of Cash Flows, Rent Roll and Budget v. Actual reporting
- Assist with completing all monthly client trust account reconciliations for review by Company Owner
- Assist with setting up all new client trust accounts at Company Bank and with Oregon Real Estate Agency
- Review and process all lease information in AppFolio including new tenants, lease renewals and move-outs
- Review and ensure completion of the monthly Accounting Tracker prior to review by Accounting Manager
- Process calculation of monthly management and bookkeeping fees and help improve process for efficient calculation and review

- Assist with preparing annual property budgets and year-end client reporting
- Prepare annual CAM and NNN reconciliations with Property Managers and Accounting Manager
- Assist with any special accounting projects or analysis as needed
- Assist with all accounting duties if any Accounting Team Member is out of the office for an extended period of time
- Assist with new client/new building onboarding process
- Assist with year-end tax reporting process for clients
- Assist with other office projects or Property Management Department projects as needed and within capacity limits

Job Must-Haves:

- Minimum 2 - 3 years of Accounting Experience
- Minimum 2 - 3 years of General Office Experience
- Excellent and effective verbal and written communication.
- Strong time management, analytical prioritization and organizational skills.
- Computer skills, strong working knowledge of Excel and Word.
- Bachelor's degree in Accounting, Business or similar field, required
- Property Management or Real Estate experience is a plus.
- Experience using AppFolio Property Management software is a plus
- Experience with accounting and bookkeeping software a plus

The successful candidate will also possess the following characteristics:

- Effective communication skills. Communication is crucial to this position which is why we mention it more than once!
- Exceptional financial analysis skills.
- Courteous, professional, and respectful rapport with peers.
- Strong customer service/people/team building skills.
- Ability to read, understand and abstract leases and contracts.
- Strong, well developed computer literacy in MS Word, Excel and Outlook.
- Superior time management skills.
- Highly motivated.
- Professional and confident approach to work.
- Strong commitment to goals.
- Adaptable to change.
- Ability to exude calm and confidence in occasionally stressful situations.
- Entrepreneurial and business growth-oriented outlook and approach.

Interested? Please apply by submitting your resume and cover letter.