



Job Title: Commercial Property Accountant

Job Location: CityPlat HQ in Raleigh, NC

Job Classification: Full-time

Scheduling: Monday - Friday 8am-5pm

CityPlat is looking for that special person who is proactive and can think ahead to anticipate the administrative needs of our Property Management team.

This boutique company seeks a friendly, outgoing, and self starting individual as full-time **Commercial Property Accountant**. This is a great opportunity in commercial property management if you can act decisively, think big, and manage your time to meet deadlines in a fast-paced, high volume environment. Most importantly, you'll contribute to a diverse, supportive, and talented team.

What It Isn't:

If you're looking for a traditional corporate environment, with silos of responsibility where you only need to manage your one area and balance corporate politics, and one month looks pretty much like the last month, with the added certainty of that paycheck.... then, this is NOT the job for you.

What It Is:

If instead, you're looking for a job that is never boring, never monotonous, rather challenging and abundantly rewarding...

If you seek a small, teamwork atmosphere where you get to impact virtually every aspect of a growing business...

If you're looking for that company where your professional and personal growth never end...

If you're looking for an impactful role envisioning yourself still here upward and outward 10 years from now... then, this COULD be the job for you!

Where It Is:

This unique opportunity is located in Raleigh, North Carolina, specifically downtown. Our primary market focus is Raleigh-Durham, but our reach extends throughout North Carolina.

Primarily an in-office position given the exponential market trajectory. You will quickly get a deeper sense, this "administrative all-encompassing" role is critical to the Company's success.

Core Values:

An ambitious team, establishing long-lasting professional connections and providing expertise in client services is key to our success. Together, we put intention into action on landmark projects and game-changing real estate initiatives. Do you have what it takes to join us?

- Commitment to Growth
- Passion For Real Estate
- Authentic Camaraderie
- Tenacious Persistence
- Humble Confidence

Responsibilities Include:

- Managing all tenant AR and associated books.
- Complete timely review of monthly financial close process, including bank reconciliations, preparing and posting adjusting entries, reconciling various AP and AR reports to trial balance accounts and operating statements and completing a final review of operating statements.
- Manage third-party payables vendor.
- Manage accounting software.
- Maintain schedules supporting balance sheet accounts including mortgage statement reconciliations, capital schedules, and bank reconciliations.
- Coordinate with the property management team to prepare annual budgets and periodic forecasts.
- Collaborate with the property management team on monthly, quarterly and investor reporting.
- Manage accounting and tax reporting with third-party relationships including, but not limited to, accountants, lawyers, and investors.
- Review and approve certain invoices for payment.
- Monitor debt service information including amortization schedules, reporting requirements, statements, and payments.
- Work directly with lending partners to manage lockbox accounts, reserve accounts, audit cash flows, prepare reports for draw requests, and communicate with lending partners on compliance documentation.
- Review general ledger transactions to ensure coding is accurate and all ending balances tie out to supporting documents.
- Work with construction management and project management team to review job costing entries and invoices.
- Manage debit/credit card reconciliations between the property entities.
- Abstract tenant leases into property management and accounting software.
- Construction pay application management and oversight.



- Participate in year-end audit/tax preparation as required.
- Provide proactive financial statements and general ledger analysis.
- Manage COIs.
- Manage W9/1099s.
- Put together CAM estimates & reconciliations.
- Data entry for invoices and pay applications.
- Ad-Hoc tasks / projects as assigned.

Requirements:

- Bachelor's degree in Accounting, Finance, or Business.
- 6+ years of experience in a commercial real estate environment.
- CPA preferred, but not required.
- YARDI, RealPage commercial, AppFolio, or MRI experience. Quickbooks experience is a plus.
- Ability to demonstrate advanced oral and written communication skills as well as strong organization and time management skills.
- Experience in Microsoft office, Excel, event planning, reception, work orders, certificates of insurance, tenant interaction, and/or property management software preferred.

Background & Profile:

You don't have to have experience and skills in everything you see here although both commercial and residential property management experience is greatly preferred.

Are you an accounting professional or teacher-educator of many years and looking for something more?

Are you a military veteran?

Are you a (soon to be) empty nester that managed kids through school, sports, activities, illnesses, puberty and adolescence, high school... somehow surviving that and getting them into college and/or out the door?

You might be surprised, you could be perfect for this job.

In Summary:

As you can tell from the style of this post, this is not a traditional opportunity. It's not a traditional corporation. It is instead a small group of real people dedicated to continuous growth, both as individuals and as a company and to our community.

**To apply, please send a cover letter and your resume to info@cityplat.com.
Include *APPLICANT FOR COMMERCIAL PROPERTY ACCOUNTANT* in the subject line.**

All applicants are required to adhere to the laws and regulations of the North Carolina Real Estate Commission and Fair Housing Laws.