



**JOB DESCRIPTION
PROPERTY ACCOUNTANT**

The Property Accountant at The Ratkovich Company reports to the Controller, but also works in conjunction with and supports the property and development management teams on the properties he or she is responsible for.

The duties and responsibilities of the Property Accountant will include but not be limited to the following:

- Assist in preparation of annual budgets and re-forecasts.
- Multi-project and corporate general accounting including the coding and posting of accounts payable invoices, vouching of purchase orders and invoices, cash disbursements, cash receipts, preparation of billings, issuance of checks, etc.
- Close the general ledger each month and prepare all necessary journal entries, account analysis, depreciation and amortization schedules, security deposit reconciliations, accruals, bank reconciliations, etc.
- Preparation of monthly financial statements and variance analyses.
- Coordination and preparation of monthly financial package prepared for management and investors.
- Assist in the preparation of annual operating expense (CAM's) reconciliations.
- Prepare and maintain accounting and management spreadsheets on Microsoft Excel.
- Assist the Assistant Controller in the preparation of the annual audits by the independent CPA's.
- Work with the Property Assistant in overseeing daily cash management activities including cash balances, capital and operating funds requests, reserve account analyses, etc.
- Assist Property Manager in preparation of loan draws and required documentation and support.
- Prepare reconciliations of rent rolls and tenant ledgers, as required.
- Review and/or screen new tenant and vendor credit applications.
- Respond to other owner requests or requirements.