

MIDWAY

JOB DESCRIPTION

Senior Accountant, Financial Operations

General Description

The Senior Accountant, Financial Operations role reports to the Manager, Financial Operations. The Financial Operations team is responsible for daily activity and monthly reporting for multiple property management, development, and operating entities associated with the Company's objective to create enduring investments through the development, management and ownership of remarkable assets.

General Areas of Responsibility

- Oversee daily activities for real estate investment entities.
- Preparation of monthly/quarterly/annual reporting obligations.

Focus Areas of Responsibility

- Prepare monthly/quarterly/annual financial reports for investment entities.
- Read and administer leases to ensure complete and accurate lease input into accounting software.
- Develop and maintain meaningful balance sheet reconciliations for general ledger accounts.
- Prepare and issue tenant billings and reconcile tenant ledgers.
- Oversee and verify tenant bill backs.
- Complete year end tenant reconciliations.
- Process tenant cash receipts.
- Oversee and assist with accounts payable, including coding and internal processing, and accounts receivables, including collections.
- Oversee preparation of annual property budget.
- Complete monthly bank reconciliations.
- Assist in annual property tax protest process and annual insurance renewal process, as needed.
- Prepare construction draws for funding submission and complete payment process subsequent to funding, as applicable.
- Correspond directly with institutional investors, as applicable.
- Work directly with onsite property management staff and assist as needed.
- Various ad hoc projects as needed.

Qualifications

- Bachelor's degree required.
- Property management experience preferred.
- Desire to add value and grow with the company.
- Strong ability to work and thrive within a team environment.
- Exceptional organizational skills.

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- Strong character and ethical values.
- Advanced proficiency and knowledge of Microsoft Office, Word, Excel, PowerPoint and Outlook.
- Knowledge of Yardi preferred.
- Punctual / Dependable / Flexible / Quick Learner / Self Starter.

Additional Skills

- Ability to maintain all information with the highest degree of confidentiality.
- Ability to manage multiple priorities in a fast-paced, deadline-oriented environment.
- Ability to follow written and oral instructions.
- Exceptional follow-through skills.
- Exceptional communication skills.
- Fiscally responsible and uses reasoned judgment.
- Ability to plan ahead and think “outside the box.”