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| **JOB TITL**E | Real Estate Accountant | **JOB LEVEL:** |  |

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| **PURPOSE / MISSION (Job Summary)** |
| Responsible for the preparation and reporting of financials for an assigned portfolio of Mid-Atlantic affordable, multi-family and mixed-use real estate assets. |

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| DIMENSIONS | |
| **Reports to:** | Vice President of Accounting and Reporting - REO |
| **Division/Department:** | Columbus Property Management |
| **Leadership / Supervisory Responsibility (i.e., # of employees supervising & job title(s) of direct reports):** | N/A |
| **Level:** | Click or tap here to enter text. |

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| ESSENTIAL FUNCTIONS(In order of importance, indicate the essential functions of the position and the percentage of time dedicated to each function.) | | |
| Importance | Major Action and Support Actions | **% of Time**  **(must equal 100%)** |
| **1.** | Prepare timely, complete and accurate monthly, quarterly & annual financial reports in accordance with GAAP to include but is not limited to the following: | 6% |
| **2.** | Reconcile General Ledger | 6% |
| **3.** | Complete Bank Reconciliations | 6% |
| **4.** | Review receivables and payables to ensure proper period recognition and accurate revenue recognition | 6% |
| **5.** | Maintain tax and internal depreciation/amortization schedules | 6% |
| **6.** | Prepare, review and post adjusting journal entries | 6% |
| **7.** | Perform actual vs. budget analysis and report on variances | 6% |
| **8.** | Prepare corresponding working papers | 6% |
| **9.** | Identify and prioritize financial issues and engage in resolution | 6% |
| **10.** | Track financial reporting requirements and deadlines in order to maintain compliance and assure timely submittal | 6% |
| **11.** | Review, comprehend and extract departmental imperative information from entity agreements | 5% |
| **12.** | Work closely with outside auditors to efficiently prepare and timely complete the annual audits and tax returns including but not limited to: | 5% |
| **13.** | Ensures surplus cash distributions are correctly calculated and timely distributed | 5% |
| **14.** | Assist in the preparation, review and analysis of annual operating budgets | 5% |
| **15.** | Establish and maintain positive working relationships; provide high level customer service both internally and externally | 5% |
| **16.** | Assist in the training and support of employees to facilitate proper accounting processes and controls | 5% |
| **17.** | Take accountability of assigned portfolio and continuously finds ways to improve accounting policies and procedures | 5% |
| **18.** | Perform ad hoc analyses and projects as directed | 5% |



**DECISION-MAKING:** What type of decisions does this job regularly make?

Select one by clicking the most appropriate box.

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| Strategic | Decisions affect the long-term direction and policy of the entire company. These decisions affect the short-term and long-term performance of Mission First. Strategic decisions are high-risk because their outcomes are largely unknown and have a huge impact. These types of decisions are usually made at the top level of a company. Examples are: new services, acquisitions. |
| Tactical | Decisions focus on intermediate-term issues. The purpose of decisions made at this level is to help move Mission First closer to reaching the strategic goal. Outcomes are predictable. After a decision is made by Top Management or Board of Directors, the next phase is to take the steps needed to implement it. Examples are: The amount of money required to implement, which advertising agency to promote a new service or to provide an incentive plan to employees to encourage increased revenue. |
| Operational | Decisions focus on day-to-day activities within the company. Decisions made at this level help to ensure that daily activities proceed smoothly and therefore help to move the company toward reaching strategic goals. They have short term consequences. Examples are: Handling employee conflicts, purchasing materials needed for operations. |
| Standard | These decisions are those that are repetitive decisions on a recurring basis and are commonly related to daily activities. They are relatively simple, relying on historical data and previous solutions. Examples are: reordering of standard office supplies, handling transactions and handling a step in a property management or property development process. |

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| **QUALIFICATIONS (including competencies, skills, knowledge, certifications)**  (List the MINIMUM qualifications required to perform the essential functions of the position.) | | | |
| **Criteria** | | **Aspect** | **Description** |
| **Profile / Qualifications** | Minimum education | | High School Diploma or GED  Associates Degree  Bachelor’s Degree  Master’s Degree  J.D. Degree  Please note that equivalent years of relevant Exempt work experience may be considered in lieu of a degree. |
| Discipline/Major | | Accounting; Finance |
| Additional/Preferred education and Certifications | | High School Diploma or GED  Associates Degree  Bachelor’s Degree  Master’s Degree  J.D. Degree  Click or tap here to enter text. |
| Years and Area of Professional experience (required) | | Minimum of 2 to 5 years of experience in real estate accounting (including but not limited to LIHTC/HUD/Property Management). |
| Additional experience  (optional) | | Click or tap here to enter text. |
| Critical Professional related Technical Skills; Computer Skills | | Strong computer skills with thorough knowledge of MS Word, Excel, Outlook and Yardi Voyager is preferred. |
| Other requirements | | This position requires a dynamic accounting professional who can work independently and as a team player, prioritize tasks, is highly organized, detailed oriented and comfortable handling shifting priorities. A successful candidate will demonstrate the ability to meet deadlines while delivering quality work in a fast-paced environment |

**Working Conditions**

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| Environment (e.g., prolonged sitting at computer, manufacturing-exposure to hazards, machinery) | Sitting for a minimum of two (2) hours; prolonged use of keyboard and desktop. |
| Physical (e.g., lifting-physical strain) | Click or tap here to enter text. |

**To Be Completed by Human Resources**

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| **APPROVAL DATE** | Click or tap here to enter text. |
| **APPROVED/CONTROLLED BY** | Click or tap here to enter text. |
| **FLSA STATUS** | Choose an item. |
| **PAY LEVEL** | Click or tap here to enter text. |
| **EEO CODE** | Click or tap here to enter text. |