

Real Estate Accounting Manager

Waypoint Real Estate, LLC – Fort Collins, CO

> **WHAT WE DO** > Waypoint Real Estate provides commercial brokerage, property management, and investment services in Northern Colorado and Southern Wyoming. Our purpose extends beyond real estate in our mission to create meaningful impact for our clients, for our team, and for our community.

Our property management solutions help Northern Colorado asset owners who want to achieve a high quality of life with peace of mind by enhancing tenant satisfaction, solving emergencies, simplifying complexity, and providing creative problem-solving, unique market intel, transparency, and visibility into their future.

> **WHY WE DO IT** > To create meaningful impact for our team, our families, and our community.

> **WHO WE WANT** > We are seeking an experienced Real Estate Accounting Manager to oversee an accounting team for our commercial property management portfolio. This role is responsible for ensuring accurate financial reporting, managing property-level accounting, and providing strategic financial analysis to support business decisions. The ideal candidate will have strong expertise in real estate accounting principles, property management systems, and team leadership.

> **YOUR RESPONSIBILITIES INCLUDE** >

Financial Management & Reporting

- Oversee month-end and year-end closing processes for all managed properties
- Prepare and review monthly financial statements, variance reports, and cash flow analyses
- Ensure compliance with real estate industry accounting standards
- Coordinate annual budgeting and forecasting processes with property managers and asset management teams
- Manage accounts payable, accounts receivable, and property accounting functions
- Oversee tenant billing, rent rolls, and lease administration accounting

Entity Accounting & Ownership Structure Management

- Maintain general ledger accounting for all ownership entities and investment vehicles
- Prepare consolidated financial statements across multiple legal entities and partnerships
- Manage inter-company transactions and allocations between entities
- Oversee capital account maintenance for partnership and LLC structures
- Support acquisition and disposition accounting
- Manage debt accounting across entities including loan originations, modifications, and payoffs

Team Leadership & Development

- Lead and mentor a team of 5 property management accountants and 2 assistants
- Provide training on real estate accounting principles and company procedures
- Conduct performance evaluations and support professional development initiatives
- Collaborate with property management, leasing, and asset management teams

Systems & Process Improvement

- Maintain and optimize property management software systems (RentManager)
- Implement and document accounting procedures and internal controls
- Lead process improvement initiatives to enhance efficiency and accuracy

- Ensure data integrity across all financial systems and reporting platforms

> REQUIREMENTS >

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Education & Experience

- Bachelor's degree in Accounting, Finance, or related field
- 5+ years of accounting experience, with at least 3 years in commercial real estate
- 2+ years of supervisory or management experience
- CPA certification preferred

Technical Skills

- Advanced proficiency in property management software (Yardi Voyager, MRI, or similar platforms)
- Expert-level Excel skills and experience with financial modeling
- Strong knowledge of real estate accounting principles
- Experience with lease accounting standards (ASC 842)
- Familiarity with real estate tax processes and CAM reconciliations

Core Competencies

- Strong analytical and problem-solving abilities
- Excellent attention to detail and accuracy in financial reporting
- Effective communication skills for interacting with internal teams and external stakeholders
- Ability to manage multiple priorities and meet tight deadlines
- Leadership skills with experience developing and managing teams
- Understanding of commercial real estate operations and terminology

> PREFERRED QUALIFICATION AND EXPERIENCE>

- Master's degree in Accounting or MBA
- Experience with multiple property types (office, retail, industrial, multifamily)
- Advanced certifications (CPA, RPA, or similar)

Expected Salary Range: \$90,000-100,000/year commensurate with experience. This is a full-time position, with a competitive benefits package and growth opportunity.

To apply, please complete our Employment Application at www.waypointre.com/employment-application and upload your cover letter and resume. For questions about the position, please email iwantajob@waypointre.com

Waypoint Real Estate, LLC | 125 S Howes Street, Suite 500 | Fort Collins, CO 80521 www.waypointre.com | 970.632.5050