



Accounting Coordinator - Commercial Real Estate Management

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 a detail-oriented Accounting Coordinator to join our commercial real estate management team. This role provides essential support to our property accounting department through accounts receivable, accounts payable, administrative functions, and direct assistance to property accountants managing diverse commercial real estate portfolios.

> **YOUR RESPONSIBILITIES INCLUDE** >

Accounts Receivable:

- Process tenant rent payments and additional charges
- Prepare and send monthly rent invoices and late notices
- Reconcile tenant accounts and resolve payment discrepancies through the payment processing software, Zego
- Maintain accurate tenant receivables records
- Assist with collections activities and communicate with tenants regarding outstanding balances
- Generate aging reports and analyze collection patterns

Accounts Payable:

- Process vendor invoices for property maintenance, utilities, and services using AP software
- Verify invoice accuracy and legitimacy
- Maintain vendor files and tax documentation (COI, W9, 1099, etc.)
- Reconcile vendor statements and resolve discrepancies
- Track and code expenses by property and general ledger account

Administrative Support:

- Maintain organized filing systems for property accounting records
- Assist with month-end and year-end closing procedures
- Prepare basic financial reports and summaries
- Handle correspondence with tenants, vendors, and service providers
- Support property accountants with special projects including budget creation, reconciliations, new property onboarding, new tenant onboarding, etc.
- Coordinate with property management teams on accounting-related matters
- Be available to answer phone calls to the office when receptionist and assistants are occupied

Property Accountant Support:

- Assist with property-level financial statement preparation
- Help maintain chart of accounts for multiple properties
- Support with budget and variance analysis
- Assist with lease administration and CAM reconciliations
- Provide backup coverage for property accountants as needed

> REQUIREMENTS >

- Associate's degree in Accounting, Business, or related field preferred
- 1-2 years of accounting or bookkeeping experience
- Proficiency in accounting software (QuickBooks, Yardi, or similar property management systems preferred)
- Strong Excel skills and general computer proficiency
- Excellent attention to detail and accuracy
- Strong organizational and time management skills
- Professional communication skills, both written and verbal
- Ability to handle confidential information with discretion

> PREFERRED QUALIFICATION AND EXPERIENCE>

- Bachelor's Degree in Accounting or Finance
- Experience in commercial real estate or property management
- Knowledge of property management software systems
- Understanding of basic real estate terminology and lease structures
- Experience with multi-entity accounting

Expected Salary Range: \$50,000-55,000/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 <https://www.waypointre.com/employment-application> and upload your cover letter and resume. For questions about the position, please email iwantajob@waypointre.com

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