



Property Management Accountant

Waypoint Real Estate, LLC – Fort Collins, CO

Waypoint Real Estate is looking for a full-time Property Management Accountant to join the company's growing Property Management team. The Property Management Accountant be responsible for all of the accounting functions related to properties managed by Waypoint Property Management. This job is responsible for ensuring timely and accurate financial reporting to various owners. This job will require analytical review of financial statements to enhance reporting to owners and to discover any deficiencies. The job will require collaboration with the Property Management and Maintenance team to assist with quality reporting and to improve the overall operations of the portfolio. We will pursue an experienced professional, with strong organization, multi-tasking and people skills. Waypoint Real Estate is a growing company offering commercial brokerage services, property management, and investment services. Come be a part of this talented team.

Job Description:

Responsibilities include:

- Manage accounts payable and receivable functions for properties under management. Includes entering new leases and amendments into the property management software to ensure accurate billing of rent and other charges.
- Prepare accurate monthly financial reports and prepare narrative to outline any budget variances and significant work performed at the property.
- Prepare annual property budgets with leasing assumptions and expense assumptions based on historical information and the current market.
- Prepare and review financial statements to ensure accuracy, clarity, and professionalism. Submit timely for review by each Property Owner.
- Work with property management to maintain cash flow forecasts. Anticipate and report any significant forecasted cash transactions such as distributions, contributions, large capital needs, tenant finish, property tax payments, loans, and any other anticipated expenses.
- Oversee tax return preparation for all managed entities. A third party is used to prepare the tax return, however this role will provide necessary information to the CPA, oversee, and track that all returns are completed by tax deadline.
- Prepare annual statements of operating expenses for tenants and prepare the reconciliation of operating expenses at the end of each year.
- Prepare monthly journal entries as required by each entity.
- Track and oversee all mortgage payments for managed entities.
- Prepare monthly distributions to owners of managed properties.
- Further develop and follow a written playbook for all processes and procedures for the property management accounting team.
- Additional property management accounting functions related to the portfolio

About Waypoint Real Estate:

Waypoint Real Estate is a local provider of commercial brokerage, property management, and investment services. Core to their purpose, Waypoint's work extends beyond real estate by donating 1% of gross revenue to community-based causes and each team member maintaining a leadership position on a local volunteer board or non-profit.

Required Experience:

- 5+ years of property management accountant experience
- Bachelors Degree in Accounting or related field

Preferred Qualifications and Experience:

- Experience using Microsoft Office suite, particularly Microsoft Outlook
- Rent Manager software experience preferred
- Effective written and oral communication skills
- Ability to prioritize tasks and follow procedures
- Work Style: Flexible, team player, positive attitude, strong inter-personal and problem-solving skills
- Commitment to operational excellence and detail
- Contribution to Waypoint's commitment to community, volunteering time to a community non-profit

Salary commensurate with experience. This position will be full-time, with a competitive benefits package.

To apply: send cover letter and resume to Bethany Geisert at bgeisert@waypointre.com

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