

Accountant, Property 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 skilled and detail-oriented Commercial Property Management Accountant to join our dynamic team. As a Commercial Property Management Accountant, you will play a crucial role in managing financial aspects related to our commercial properties, ensuring accuracy, compliance, and efficiency in accounting processes. This position requires a deep understanding of property management accounting, lease administration, and financial reporting.

> **WHAT YOU WILL BE DOING** > You will work closely with Property Managers to accurately report financial statements for a portfolio of real estate investments in a timely manner. This position will report directly to the Accounting Manager.

> **YOUR RESPONSIBILITIES INCLUDE** >

Financial Reporting:

- Prepare and analyze monthly financials for commercial properties. Each property has its own ownership entity and unique financial statements. The expectation is to oversee 30 entities.
- Generate accurate and timely reports on property performance – i.e. income statements, variance reports, billing reconciliations and balance sheets.
- Conduct variance analysis and provide insightful commentary on financial results.

Lease Administration:

- Oversee lease administration processes, ensuring accurate and up-to-date records of lease agreements. Leasing is handled by lease admin, but supervision and review is necessary.
- Calculate and process rent escalations, operating expense reconciliations, and tenant billings.
- Collaborate with property managers to address tenant financial inquiries and resolve discrepancies.

Budgeting and Forecasting:

- Assist in the development and maintenance of annual property operating budgets.
- Work with property management team 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.
- Monitor actual performance against budgets and provide recommendations for improvement.

Accounts Payable and Receivable:

- Oversee accounts payable and receivable functions related to commercial properties. There is currently an AR specialist and AP specialist to take care of the transaction level functions.
- Review and process vendor invoices, ensuring accuracy and adherence to budgetary constraints and property cashflow.

Compliance and Regulation:

- Stay informed about accounting standards, industry regulations, and changes in tax laws affecting commercial property management.
- Ensure compliance with GAAP and other relevant accounting principles.
- 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 the tax deadline

Financial Analysis:

- Conduct financial analysis on property investments, assessing profitability and identifying areas for improvement.
- Collaborate with stakeholders to provide financial insights and support strategic decision-making.
- Prepare monthly owner distributions according to budget, cashflow projections, capital needs, and owner direction.

> **REQUIREMENTS** >

- 4+ years of accounting experience
- Bachelor's degree in accounting or related field
- Excellent proficiency in Microsoft Excel and accounting software

> **PREFERRED QUALIFICATION AND EXPERIENCE**>

- Commercial Real Estate or Property Management experience
- Property Management accounting experience
- Experience using Microsoft Office suite, particularly Outlook
- Rent Manager software experience (or similar real estate accounting software)
- 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

Expected Salary Range: \$65,000-\$85,000/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 <http://www.waypointRE.com/open-positions> and upload your cover letter and resume. For questions about the position, please email iwantajob@waypointre.com

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