

Property Accounting Manager

Summary

The Property Accounting Manager is responsible for a wide range of financial accounting and reporting matters, with a focus on commercial and mixed-use accounts. This is a supervisory position that provides direction and mentorship to a Property Accountant(s), as assigned. As the basis for management, the Property Accounting Manager shall implement the 7 Core Values that Crawford Hoying has established to maintain its desired culture. Strong communication skills both face-to-face and in writing are essential, as this individual works across all lines of business within the company and interacts with other departments on a regular basis.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Mentor the Property Accountant by implementing the 7 Core Values established by Crawford Hoying
- Guide and lead the Property Accountant's professional development
- Act as the primary lead for scheduling and prioritization of an assigned property portfolio and execute on management's priorities and directives
- Own the front-to-back accounting, reporting, and management for a portfolio of properties in partnership with the property management, legal, finance, and development teams
- Design and coordinate a wide variety of accounting and statistical data
- Ensure timely and accurate financial reporting
- Perform accounting functions, including month-end close, account reconciliations, member equity roll-ups, intercompany reconciliations, and consolidations
- Conduct financial statement analysis and review work from the Property Accountant with the ability to identify and resolve potential issues
- Partner with outside auditors and/or engaged service providers in the annual audits and/or relevant engagements (i.e., cost segregation analysis)
- Identify patterns and problem areas and make recommendations to management on areas of improvement
- Use technology and data analytical skills to enhance and improve the delivery of job responsibilities
- Execute and document complex transactions
- Collaborate with other departments to ensure accurate reporting
- Serve as a point of contact for the accounting team with both internal and external stakeholders
- Communicate effectively, both verbally and in writing
- Perform other duties as assigned

Performance Objectives

- The 7 Core Values established by Crawford Hoying to maintain its desired culture
- Willingness to learn a variety of concepts, practices, and procedures
- Face-forward interaction and engagement with other departments
- Strategic approach to problem-solving and troubleshooting
- Flexibility in taking on projects
- Perseverance in reconciling historical data
- Timeliness and transactional accuracy
- Holding self and Property Accountant accountable for communication and meeting deadlines

Preferred Knowledge, Skills, Education, and Experience

- 5-7 years of accounting experience – public accounting strongly preferred
- Working knowledge of consolidation accounting
- Strong analytical, problem-solving, organizational, decision making, and multitasking abilities
- Strong technical and operational accounting skills; knowledge of U.S. GAAP

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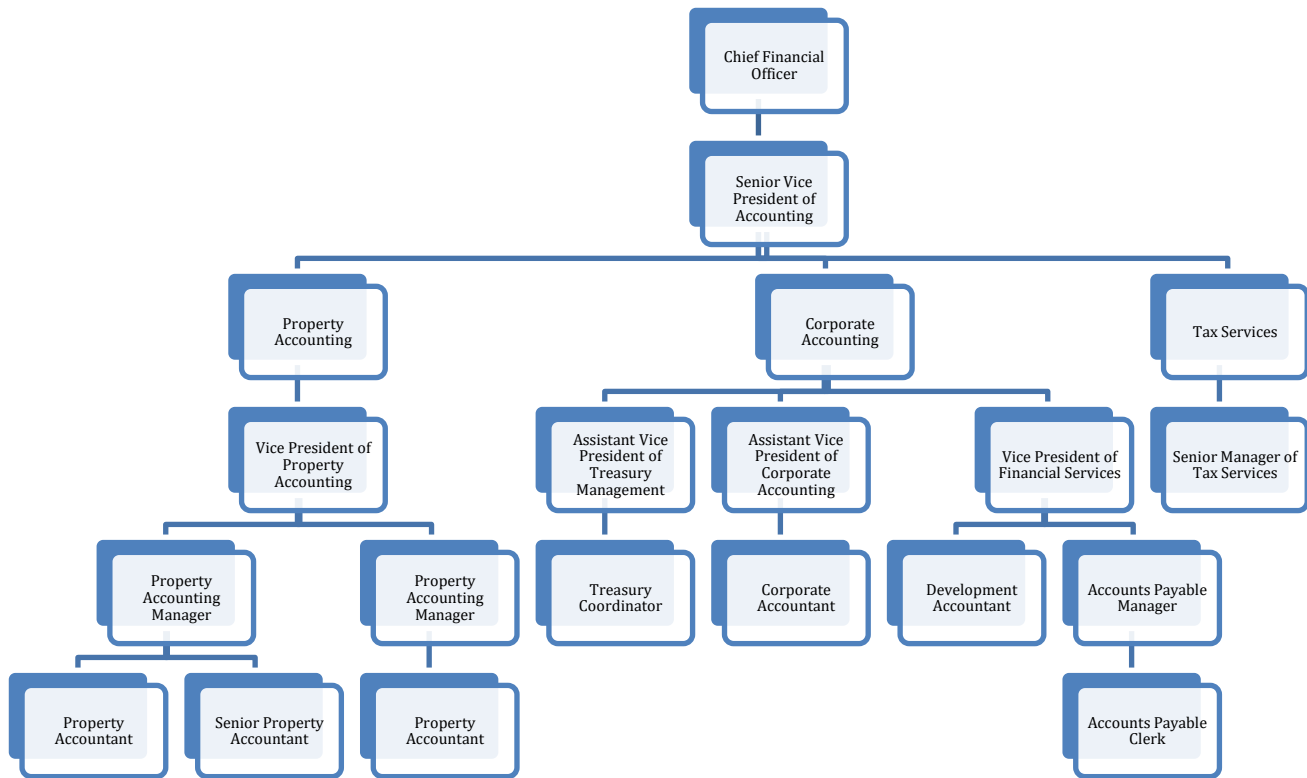
- Excellent interpersonal and communication skills, both written and verbal
- Results-oriented attitude with a sense of urgency and ability to work under deadline pressure as a self-starter
- Advanced knowledge of Excel
- Proficiency with Microsoft Office products
- Bachelor's degree
- CPA designation or MBA preferred

Work Environment

The Property Accounting Manager works at the corporate office and interfaces with external and internal customers on a regular basis. Work hours are typically 8:00 am to 5:00 pm, Monday through Friday, subject to the needs of the department. The person in this position must be available to work additional hours as needed in busy seasons.

Reporting Structure

The Property Accounting Manager reports to the Vice President of Accounting and oversees one or more Property Accountants.



Physical Requirements

The Property Accounting Manager's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position and for conformance with all professional standards defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds.

**If you are interested in applying for this position,
please email your resume to hr@crawfordhoying.com**

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