**Lease Accountant**

**Summary**

The Lease Accountant is responsible for the input, analysis, and processing of lease data and charges, including lease data validation and review of all recurring payments. This position requires a keen attention to detail, excellent organizational skills, and flexibility in a fast-paced environment. 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)**

* Set up properties, tenants, leases, and recurring charges for new acquisitions/developments and any lease amendments
* Maintain, update, and review leases in the system to ensure accuracy of fixed rent, percentage rent, and CAM/Tax payments in accordance with lease terms and conditions
* Generate monthly recurring charges and any ad-hoc charges as needed, including utility billings
* Calculate and maintain annual CAM reconciliation templates and letters
* Calculate and maintain annual obligation templates and letters
* Collaborate with other departments to ensure accurate reporting
* Ensure timely and accurate financial reporting, including collaboration with other departments
* Perform accounting functions including month-end close, account reconciliations, equity analysis, intercompany reconciliations, and other related tasks
* Conduct financial statement analysis with the ability to identify and resolve potential issues
* Present financial results to executive leadership
* Identify patterns and problem areas and make recommendations to management on areas of improvement
* Take on special projects as needed
* 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

**Preferred Knowledge, Skills, Education, and Experience**

* A minimum of 1-3 years of lease accounting experience, including a working knowledge of accrual accounting
* Strong analytical, problem-solving, organizational, and multitasking abilities
* Strong technical and operational accounting skills
* Excellent interpersonal and communication skills, both written and verbal
* Results-oriented attitude with a sense of urgency and ability to work under deadlines
* Advanced knowledge of Excel
* Experience with RealPage a plus
* Proficiency with Microsoft Office products
* Bachelor’s degree

**Work Environment**

This individual works at the corporate office and interfaces with external and internal customers, residents, and vendors 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 Lease Accountant reports to the Property Accounting Manager.

**Physical Requirements**

The Lease Accountant’s physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds.