CRAWFORD HOYING

Senior Lease Accountant

Summary
The Senior Lease Accountant is responsible for managing the company's end-to-end lease accounting process, from lease setup and administration through compliance of lease terms. This role oversees lease classification, measurement, and financial reporting, ensures accurate and timely disclosure of lease-related balances, partners with cross-functional teams on new and amended leases, and supports internal controls, audit, and technical accounting requirements related to the lease portfolio. This position requires keen attention to detail, strong technical accounting judgment, and excellent communication skills, as this individual works across all lines of business.

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

Lease Administration & Portfolio Management
- In RealPage Set up building profiles (floors, units, square footage), tenants, leases, and recurring charges for new acquisitions/developments and any lease amendments
- Maintain, update, and review leases in RealPage (or successor lease accounting system) to ensure accuracy of fixed rent, percentage rent, and CAM/tax payments in accordance with lease terms and conditions
- Prepare lease abstracts upon new lease execution or amendment, and maintain the lease accounting system/software to ensure data integrity
- Generate monthly recurring charges, percentage rent charges, utility billings, and any ad-hoc charges as needed, and generate and distribute monthly tenant statements
- Oversee posting of tenant payments and generate the monthly AR report for internal review with other departments
- Support due diligence related to acquired or divested lease portfolios
- Calculate and post any late fees on commercial tenant ledgers
- Collect and document monthly, quarterly, and annual sales reports required under tenant lease terms, including calculating and posting associated percentage rent
- Calculate and maintain annual CAM reconciliation and obligation letters, taking lead on coordinating and ensuring they are prepared, reviewed and finalized in accordance with internal deadlines and lease documents
- Collaborate with other departments to ensure accurate rent rolls, leases, and tenant information
- Serve as primary point of contact for external auditors on any lease accounting matters
- Prepare audit schedules, PBC items, and technical memos supporting lease treatment positions

Financial Reporting
- Prepare and review monthly, quarterly, and annual financial statements for a portfolio of properties
- Perform accounting functions including month-end close, account reconciliations, equity analysis, and intercompany reconciliations
- Conduct financial statement analysis, including flux analyses explaining period-over-period variances, with the ability to identify and resolve potential issues

Cross-Functional Collaboration & Leadership
- Partner with Commercial Leasing, Legal, Property Management, and Asset Management teams on new lease agreements and amendments
- Identify patterns and problem areas and make recommendations to management on areas of improvement
- Assist with process improvement and automation initiatives for lease accounting workflows

Other Duties

- Assist with technical accounting research and memo drafting for complex lease arrangements
-
- 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, technical research, and troubleshooting
- Flexibility in taking on projects
- Perseverance in reconciling historical data
- Timeliness and transactional accuracy

Preferred Knowledge, Skills, Education, and Experience

- Bachelor's degree in Accounting, Finance, or a related field required
- 3+ years of accounting experience, including significant hands-on lease accounting duties
- Strong analytical, problem-solving, organizational, and multitasking abilities
- Excellent interpersonal and communication skills, both written and verbal, for cross-functional and audit interactions
- Results-oriented attitude with a sense of urgency and the ability to manage competing deadlines during close, audit, and reporting cycles
- Advanced knowledge of Excel; experience with ERP systems (e.g., RealPage, Yardi, MRI) a plus
- Proficiency with Microsoft Office products
- Demonstrated leadership ability to mentor junior staff and drive process improvement

Work Environment

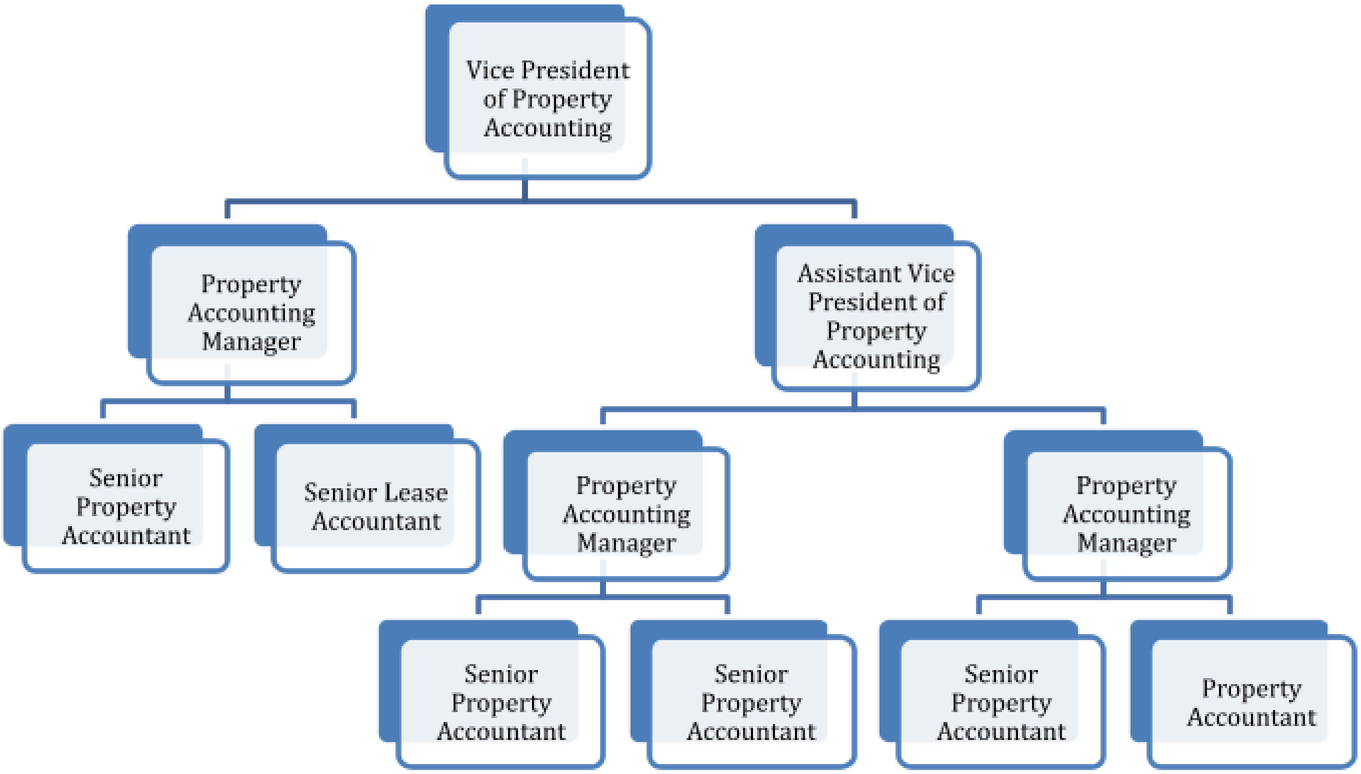
This individual works at the corporate office and interfaces with external and internal customers on a regular basis. Work hours are typically 8:00 am to 5:00 pm, Monday through Friday, subject to the needs of the department. The person in this position must be available to work additional hours as needed during month-end, quarter-end, year-end close, and audit periods.

Physical Requirements

The Senior 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.

Reporting Structure

The Senior Lease Accountant reports to the Property Accounting Manager.


Vice President of Property Accounting
Property Accounting Manager
Assistant Vice President of Property Accounting
Senior Property Accountant
Senior Lease Accountant
Property Accounting Manager
Property Accounting Manager
Senior Property Accountant
Senior Property Accountant
Senior Property Accountant
Property Accountant