



PROPERTY ACCOUNTANT

Department: Rush Properties, Inc.
Reports To: Vice President, Rush Properties, Inc.
FLSA Classification: Exempt
Date: September 26, 2018

Job Summary

Rush Properties Inc. is a commercial real estate services firm that provides property management, brokerage, and facilities services. Rush Properties Inc., is seeking a **Property Accountant** to join our team and be responsible for the fundamental aspects of accounting and financial reporting for a growing portfolio of commercial properties under management.

Essential Duties & Responsibilities

- Prepare, review and audit accurate financial statements including balance sheet, income statement, variance analysis, and cash flow analysis using Yardi (accounting system).
- Prepare detailed and accurate annual operating budgets and reconciliation of CAM lease expenses. Distribute and communicate calculations with management and tenants.
- Review and approve invoices for correct coding, amount, and property. Analyze and audit for discrepancies, inaccuracies, or unusual items.
- Prepare and distribute monthly rent billings in Yardi in accordance with leases and follow up with tenants on outstanding balances or inquiries. Generate delinquency reports on a monthly basis and review with management.
- Have an understanding of lease documents and their financial aspects and enter lease information/details into Yardi for billing and reporting purposes.
- Prepare detailed and accurate tenant billings for facilities services provided, post charges to Yardi and distribute invoices to tenants. Follow up with tenants on outstanding balances.
- Provide excellent customer service to tenants, vendors, property owners, and team members.
- Identify opportunities to streamline and improve upon processes and daily tasks.

Job Requirements

- **Education**
 - Associates or bachelor's degree preferred, with an emphasis in accounting or comparable combination of education and experience.

- **Experience**

- 4+ years of commercial property accounting experience performing similar tasks as described in *Essential Duties & Responsibilities*.
- Proficiency in Yardi accounting system with experience in all Yardi functions as described in *Essential Duties & Responsibilities*.
- Proficiency using Microsoft Office Suite – Excel, Outlook and Word.

- **Special Skills**

- Team-oriented – willing to help others to achieve overall company goals
- Detail oriented – ability to stay organized while engaging in multiple tasks and delivering accurate work product on deadlines
- Positive attitude – strives to create a collaborative and unified environment
- Strong time management skills – self-motivated in completing tasks efficiently
- Strong communication skills – ability to effectively communicate with customers and team members
- Strict adherence to maintaining confidentiality of information

- **Certifications and/or Licenses**

None required

Physical Requirements

- Ability to access file cabinets, office equipment, supply room, etc., and able to lift up to 15 lbs

Special Requirements (if applicable)

- None required

For more information about The Rush Companies or the application process, please visit:

<http://www.therushcompanies.com/about-rush/employment>.

How to Apply:

Please send cover letter and resume to jobs@therushcompanies.com or via U.S. mail to:

The Rush Companies
c/o Human Resources
6622 Wollochet Dr NW
Gig Harbor, WA 98332

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Disclaimer: *This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities. The duties and responsibilities of the jobholder might differ from those outlined in this job description and that other duties, as assigned, might be part of the job.*