

## **Merritt Properties, LLC**

### **Full-Time Commercial Real Estate Property Accountant**

**Specialty/Competency: Accounting**

**Location: Baltimore Maryland (in-person, onsite)**

**Position Salary range: \$55,000-\$70,000**

Join a dynamic, fast-paced, team-driven environment! Merritt Properties, a division of Merritt Companies, has an immediate full time opening for a **Commercial Real Estate Property Accountant in Maryland**. We are a privately held commercial real estate development company with properties throughout Maryland, Virginia, North Carolina, and Florida.

[Click here to apply!](#)

Leroy Merritt, who founded our company in 1967, often completed deals on a handshake and that level of trust and respect continues at Merritt Companies today. We strive to provide a rewarding work environment that encourages an entrepreneurial spirit and cultivates each employee's full potential, a place where employees are more than just teammates—they're members of the Merritt family.

**There are many benefits in joining the Merritt team, however, due to the nature of our business and our industry we exclusively offer in-person, onsite work opportunities.**

Position Summary:

The Property Accountant will be assigned a portfolio of properties and be responsible for the property level general ledger accounting, variance analysis, annual budget process, and special projects as assigned.

Responsibilities Include:

- Perform budget and reforecast input and analysis
- Assist with quarterly property valuations
- Maintain general ledgers
- Prepare and process monthly journal entries.
- Provide detailed explanation of income statement variances
- Review leases and leasing activity to ensure accurate billing
- Prepare CAM/RE Tax/Insurance/Utility reconciliations as needed per the terms of the lease.

- Establish and maintain relationships with tenants and work to resolve disputes related to recoverable expenses.
- Interpret the language of leases in order to set up recoveries for tenants
- Analyze recovery rates and expenses as they relate to or affect property, CAM budgets.
- Provide backup support as needed. Review and understand A/P, A/R, and Lease Administration entries, reports and schedules.
- Maintain thorough knowledge of the Lease provisions.
- Assist with audits
- Additional duties as assigned
- Regular attendance required

#### Required Skills and Experience:

- Minimum education level of Bachelor's degree in Accounting or significant related experience
- Minimum of three (3) years work experience in either Accounting or Commercial Real Estate capacity required
- Experience in Yardi and/or Argus a plus
- Ability to prioritize tasks and thrive in a high volume, deadline-oriented environment
- Excellent analytical skills and proficiency in Microsoft Word, Excel, and Outlook are critical
- Ability to work independently with minimal supervision, and take initiative to investigate and resolve problems using sound judgment
- Excellent attention to detail and accuracy a must
- Must be comfortable reading and deciphering legal documents
- Must be dependable, punctual, and reliable with a strong work ethic
- Team oriented and team player
- Regular attendance is an essential function of the job
- Fluent in English
- Must pass pre-employment drug screen
- May be subject to pre-employment background check
- Valid driver's license a plus

#### Additional Information

Please email your resume to [employment@merrittproperties.com](mailto:employment@merrittproperties.com) and reference job code MM001241001 in the subject line. All applicants with these qualifications will be considered for employment. Requests for accommodation may be submitted by telephone at 410-298-2600 or by email to [employment@merrittproperties.com](mailto:employment@merrittproperties.com); this mailbox will be checked throughout the duration of the job posting.

Merritt Properties offers a generous and robust benefits package to all full-time employees including many employer-sponsored benefits: Dental insurance, Long and Short-Term Disability, Group Life Insurance, Group Long Term Care Insurance, and Medical Insurance that is 100% employer paid up to

the in-network out-of-pocket maximum. In addition, Merritt also offers employees 401(k) Plan participation with employer match, an Employee Assistance Program, Flexible Spending Accounts, paid Holidays, Paid Time Off, and more!

Merritt team members enjoy a variety of complimentary beverages including freshly brewed coffee on demand, sparkling water, sodas, juices, and more. Merritt supports all employees with a robust wellness program full of fun challenges, valuable information, resources, tools, rewards, and outings. Those located at our headquarters in Baltimore Maryland enjoy complementary membership to Merritt Clubs as well as access to our onsite private fitness facility. Our workspaces are designed with our employees' wellbeing in mind with standing desks and spaces to collaborate or unwind (and perhaps even engage in a little friendly competition over a game of squash or billiards!).

We believe that caring for our employees leads to long-term success and we seek opportunities to nurture each employee's talents. But most importantly, we empower each employee to focus on making people happy by doing what is right—for our customers, partners, vendors, and for each other. And because our employees are also owners of the company, every one of us is equally and uniquely committed to furthering the continued success of our organization.

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Merritt Properties, LLC is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Drug-Free Workplace.

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.