

Merritt Properties, LLC has an opening for a Commercial Real Estate Property Accountant in our corporate office in Baltimore, Maryland.

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
- Position is located in Baltimore, Maryland

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
- Pass a criminal background check and drug screen
- Valid driver's license a plus

Additional Information

Please email your resume to employment@merrittproperties.com and reference job code MM001210102 in the subject line. If you do not meet ALL of the above criteria, you will not be considered for employment.

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.

Requests for accommodation may be submitted by email to employment@merrittproperties.com. This mailbox will be checked on a daily basis throughout the duration of the job posting.