

JOB OPPORTUNITY

Position: Property Accountant

GREENBERG GIBBONS COMMERCIAL (GGC) is seeking an **Property Accountant** to work from its Owings Mills office as an integral part of the company's Accounting Department. The Property Accountant will be responsible for day-to-day accounting duties for a dedicated commercial real estate portfolio. This includes but is not limited to posting journal entries, making adjusting entries, completing bank reconciliations, ensuring A/P coding accuracy, and assisting with operating budget assumptions. The property accountant work as part of a dedicated team along with GGC's Accounting Managers and Lease Administrators.

Company: Greenberg Gibbons is a privately held Commercial Real Estate Company. Founded over 50 years ago, GGC is one of the largest and most prestigious private real estate companies in the Mid-Atlantic region having developed and managed over 5.5M square feet. GGC's portfolio includes award-winning town centers, shopping centers and mixed-use properties. GGC is committed to continued growth throughout the Mid-Atlantic and Southeast United States. For more information on the company, visit us at www.ggcommercial.com.

Desired Skills and Experience Include:

- AA degree required
- BS/BA degree preferred.
- 2-3 years of real estate accounting experience required.
- Experience with shopping centers and apartments preferred.
- Strong Microsoft Excel skills required.
- Experience with real estate accounting software systems required.
- Yardi and MRI experience preferred.
- Strong analytical skills, attention to detail, verbal and written communication skills.

Responsibilities will include, but are not limited to:

- Post journal entries, correcting and adjusting entries.
- Prepare a monthly trial balance and review for accuracy.
- Complete the month-end close.
- Prepare monthly bank reconciliations.
- Maintain various scheduled in Excel.
- Assist with required monthly reporting for internal & external stakeholders.
- Assist team with year-end package preparation for external auditors.
- Assist with accounts payable from time to time.
- Ensure A/P coding accuracy and timeliness select properties.
- Work with Asset Managers on variance analysis and transaction coding.

This is an exciting opportunity to work for a stable, well established and growing company.

Qualified candidates may send cover letter, resume and salary requirements in MS Word or PDF format to:
Gene Parker, Chief Operating Officer at: gparker@ggcommercial.com.