



JOB DESCRIPTION | STAFF ACCOUNTANT – PROPERTY

Department/Group: Finance and Administration
Location: Virginia Beach, VA
Reports To: Accounting Manager

JOB DESCRIPTION:

- For all assigned properties:
 - a. Prepare all month-end journal entries to ensure financial statements reflect actual and complete results in accordance with Generally Accepted Accounting Principles.
 - b. Coordinate the distribution of financial information amount internal and external parties as necessary (including lending institutions).
 - c. Ensure compliance with SOX directed internal controls (appropriate reviews).
 - d. Prepare monthly bank reconciliations.
 - e. Prepare documents for month end financial review with operations team.
 - f. Prepare lender escrow reimbursements.
 - g. Assist with Audit requests.
 - h. Prepare straight-line rent calculations.
 - i. Prepare and post-acquisition journal entries for new properties.
 - j. Update certain budget information as requested.
- Continuously consider new ways of performing roles and responsibility more effectively and efficiently.
- Perform other ad hoc analysis as requested.

EXPERIENCE, REQUIREMENTS AND CORE COMPETENCIES:

- Solid computer skills with proficiency in Microsoft Office, Nexus and MRI.
- Excellent verbal and written communication skills.
- Experience working in a team-oriented, collaborative environment.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- 1-3 years of accounting experience, preferably in commercial real estate settings or related industry.
- 1+ years of experience with Property Accounting.
- Bachelor's degree in accounting required.
- MBA in Finance, Accounting, Business Administration preferred.
- CPA license preferred.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Benefits include: a flexible work week, summer hours, casual Friday, rich health care plans, 401K with company match, company paid life/short- and long-term disability, tuition reimbursement, and a great atmosphere!

Please send all resumes, cover letters, and salary requirements to Dana Sherman, Director of Human Resources, dsherman@whlr.us.