

# **Job Title: Staff Accountant**

**Location:** Estero, Florida

**Department:** Accounting

**Reports To:** Senior Accountant / Director of Property Management

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## **Job Summary**

The Staff Accountant is responsible for supporting the financial operations of a commercial real estate portfolio. This role includes cash and accrual-based accounting tasks such as general ledger entries, tenant billing, accounts payable/receivable, monthly reporting, and compliance support. The Staff Accountant works under guided supervision and collaborates closely with property managers and leadership to ensure accurate financial representation of assigned properties. This position is designed to provide exposure and growth opportunities toward a Senior Accountant role.

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## **Essential Duties & Responsibilities**

### **Financial Reporting & Analysis**

- Prepare and assist with monthly financial statements and variance analyses for assigned properties.
- Ensure compliance with internal controls and accounting policies.
- Assist with new property accounting setup and close-out of sold or lost properties.
- Review and analyze property-level activity to identify and resolve discrepancies.

### **Accounts Payable & Receivable**

- Record rent, CAM (Common Area Maintenance), insurance, taxes, and other tenant charges per lease agreements.
- Review and apply tenant payments, investigate variances, and ensure timely application.
- Coordinate with property managers and tenants on billing questions and account status.
- Assist in reconciling recoverable expenses including CAM, insurance, and real estate taxes.
- Assist in inputting annual budget into Appfolio.
- Coordinate with Senior Accountant aged receivable collection notifications to tenants.

### **Clerical & Compliance Support**

- Assist with sales tax filings and ensure compliance with applicable regulations.
- Perform administrative tasks such as scanning, document management, and data entry.
- Maintain organized accounting records in accordance with company and audit standards.

## **Process Improvement & Collaboration**

- Participate in month-end close processes using checklists and procedures.
  - Identify ways to improve workflow efficiency and reduce operating costs.
  - Communicate effectively with team members, management, and clients.
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## **Qualifications & Skills**

- Associate's or Bachelor's degree in Accounting or Finance (Bachelor's preferred)
  - 1–2 years of accounting experience; commercial real estate experience preferred
  - Proficient in Microsoft Excel; knowledge of AppFolio or similar accounting software is a plus
  - Strong attention to detail, organizational, and communication skills
  - Capable of working independently and as part of a team
  - Demonstrated problem-solving ability and analytical thinking
  - Ability to meet deadlines and work in a fast-paced environment
  - Maintains confidentiality and exhibits professionalism and initiative
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