

Oregon Property Management
JOB DESCRIPTION

JOB TITLE: Senior Accounting Manager
REPORTS TO: General Counsel
FLSA STATUS: Full Time/Exempt
UPDATED: January 2018

SUMMARY

To manage all accounting functions for Oregon Property Management

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Prepare, consolidate and publish monthly financials 20+ holdings using Skyline software
- Prepare and transmit bank wire transactions
- Prepare daily cash deposit
- Process Visa payments and reconcile merchant transmittals
- Prepare and post various general ledger entries
- Prepare annual 1099 reports
- Prepare reconciliations of various GL accounts and create correction entries
- Work closely with Tenant Services to plan and monitor project spending
- Manage amortization schedule using TValue software
- Reconcile intercompany accounts
- Prepare tax information for CPA's
- Maintain 20+ checking accounts
- Track and pay upwards of 10 loans
- Manage fixed assets using BNA software
- Budget future rental income
- Manage cash flow and loan terms to maximize cash potential

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of Microsoft Office Suite
- Professional communication skills
- Ability to handle interruptions and multiple tasks
- Ability to organize and prioritize multiple tasks to meet completion timelines
- Ability to motivate a team for success
- Ability to see the big picture and manage growth proactively

EQUIPMENT, MACHINERY, TOOLS USE

Office equipment
Skyline Software – financials, tenant services

PHYSICAL DEMANDS

Sitting for long periods of time, occasional lifting to file, and ability to work at a computer for extended periods of time

WORK EXPERIENCE

At least three years full cycle accounting required. Property management accounting experience preferred.

EDUCATION AND TRAINING

Bachelor's degree in accounting or related field required

SUPERVISORY RESPONSIBILITIES

Accounting team – A/P, A/R and Office Assistant

OTHER DUTIES

To be assigned by General Counsel