Property Accountant
CORPORATE OFFICE

Copaken-Brooks, LLC is a Kansas City-based, full-service entrepreneurial commercial real estate firm specializing in corporate services, leasing, investment sales, and property management. We have 90 years of proven experience in playing a major role in where millions of people go to work and shop and were voted 2013 Small Business of the Year by the Kansas City Chamber of Commerce and 2018 Best Commercial Real Estate Firm in the Best of Kansas City by Ingram's, Kansas City's Business Magazine.

We are currently seeking a **Property Accountant** who will provide accurate and timely financial information to senior managers, partners, third-party accountants, Property Managers and others to assist them in decision making. They will also be responsible for maintaining tenant lease administration.

Typical Duties:

1. Prepare monthly financial statements for portfolio of properties for SVP review: Document and support the general ledger accounts including subsidiary ledgers if applicable, review the entire general ledger, maintain and collect inter-company accounts, prepare monthly variance reports for senior management and Property Managers. Distribute monthly financial statements to third-parties and Property Managers.

2. Prepare quarterly financial statement and package for SVP to provide Management Summary and post to CB's secure website, including debt summaries.

3. Prepare audit and tax work papers for portfolio of properties: Provide a closed trial balance for each company, supporting work papers for each balance sheet account and complete fixed asset reports using BNA software. Work with external auditors and lenders.

4. Assist with budget preparation: complete depreciation and amortization projections, provide debt payment data, compute rent projections, prepare reimbursable charges for tenants, and assist property manager with overall budget and reforecast preparation.

5. Perform accounting functions related to billing and accounts receivable: input new tenant leases, maintain written definitions of reimbursable reconciliation codes, bill tenant rents monthly, compute and bill tenants for all reimbursable charges.

6. Respond to tenant, property and owner inquiries in a timely manner.

7. Perform other miscellaneous accounting functions: assist Property Managers with coding of accounts payable invoices and miscellaneous cash receipts; calculate management fees monthly, prepare summary of capital projections quarterly.

8. Complete project summary accounting tasks: update cash flow and taxable income projection semi-annually, maintain a current debt summary report and provide reporting requirements to assist SVP.

9. Understand all lender requirements and provide necessary reporting to lenders.

10. Full lease administration

11. Any additional duties or special projects as assigned by SVP.

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Work Relationships:

Position reports to the Sr. Vice President – Accounting & Finance. Position has daily contact with other Accounting department Property Accountants and staff, Property Managers, Office Administrators and Leasing Agents. Position has frequent contact with Property Managers to assist them with tenants regarding billing inquiries and monthly income statement variances. Position has contact with third-party accountants during tax season and audits.

Minimum Requirements:

Bachelor's degree in Accounting, plus 1-2 years of Accounting-oriented work experience, or equivalent combination of education and experience. Requires specialized knowledge of Excel and personal computers; knowledge of Microsoft Outlook; CPA desirable. Knowledge of MRI and AVIDXchange software a plus.

Physical Requirements:

Position requires:

- Talking on the telephone – approximately 30-60 minutes per day
- Stationary work at a desk – approximately 6-8 hours per day

To Apply: Qualified candidateswho want to work in a fast-paced, challenging environment should send a resume, cover letter and salary requirements to [hr@copaken-brooks. com](mailto:hr@copaken-brooks.com). Please indicate the position for which you are applying.