

Tonn and Blank Construction
Job Description
Property Accountant
Michigan City, IN Office

Classification: Exempt, Full-Time
Supervisor: Vice President of Finance

Overview

This job description is a general outline of the responsibilities for the position. The Property Accountant is tasked with the overall accounting management of commercial properties managed by Tonn and Blank Construction. The Property Accountant will be responsible for preparing financial statements, accounts payables and accounts receivables, and working with vendors, facilities managers, the Accounting team, and other internal and external key stakeholders in the overall operations of commercial properties managed by Tonn and Blank Construction.

Understanding of generally accepted accounting principles and attention to detail are key to the success of this position. Strong mathematical and organizational skills are required. Recommendations for improvement in processes and/or efficiencies are strongly encouraged.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

Experience/Education/Requirements

- Bachelor's Degree in Accounting from an accredited institution
- 5+ years of Property Management Accounting experience
- Construction Accounting experience preferred
- Successful drug, MVR, and background checks
- Willing to accept responsibility to acquire specialized training

Skills and Personal Attributes:

Skills required:

- Thorough knowledge of accounting principles
- Experience with Sage software products

- Self-motivated and disciplined
- Ability to meet deadlines and goals
- Attention to detail
- Able to establish and maintain professional and cooperative working relationships
- Proficient in Microsoft Office, specifically Excel
- Excellent time-management and the ability to prioritize tasks
- Overachieving attitude and enhanced work ethic
- Ability to recognize potential issues and initiate solutions
- Excellent verbal, written, communication, and computer skills
- Must be able to support company policies and initiatives
- Knowledge of general construction industry

Job Description Detail

Listed below are highlights of the duties to be performed within the job. Tonn and Blank Construction reserves the right to clarify, update, and modify such duties.

Duties will include:

- Prepare journal entries per established schedule
- Prepare account reconciliations
- Prepare financial statements
- Prepare analysis of financial reports
- Miscellaneous analytical projects as needed
- Responsible for general ledger accounting for several properties
- Perform billing for assigned properties
- Reconcile assigned bank accounts
- Reconcile AP and AR subledgers
- Prepare monthly financial reporting packages
- Record and process Accounts Payable and Accounts Receivable for properties
- Successfully coordinate the integration of new properties into the accounting workflow
- Assist in preparation of ad-hoc reports and analyses as needed
- Preparation of annual budgets
- Support the activities of audits
- Support internal controls
- Represent the company in a professional manner
- Comply with all company policies and procedures
- Provide support to Accounting Team when needed
- Other tasks as assigned