Property Staff Accountant
We currently seek a high caliber Property Accountant for a long-term basis within our client's team of experienced professionals. Based in Orange County, CA.

Our client is seeking a detail-oriented and highly organized Staff Accountant (Property Accounting and Accounts Receivable) to join our accounting team. This role requires full-time, on-site presence; **remote or hybrid work arrangements are NOT offered**. This position is primarily property accounting but will assist with accounts receivable.

Job Requirements
Property Accounting

- Prepare property financial statements.
- Review fixed assets schedules for assets to capitalize or retire.
- Review lease packages.
- Rent roll reconciliations
- Straight line rent reconciliation
- Aged delinquencies reconciliation
- Property taxes and insurance reconciliation.
- Prepare and maintain all schedules necessary to support the balance sheet accounts.
- Journal entries for accruals, pre-payments, SLR and depreciation/amortization.
- Review Lease commissions.
- Dispose of assets for move-outs.
- Review common area maintenance reconciliations.
- Assist with property budgets.
- Review and approve vendor invoices in AVID.

Accounts Receivable

- Apply checks and ACH payments to tenants accounts.
- Prepare billing adjustments to correct tenant's accounts as needed.
- A/R aging—follow up with property managers to resolve.
- Investigate short pay and unapplied cash.
- Post charges and credits to tenant's accounts.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field preferred
- 1-3 years of real estate, hands-on accounting experience
- Strong systems experience (MRI a plus)
- Proficient Excel skills
- Organized, detail-obsessed, and highly accountable
- Able to work independently without constant supervision
- Comfortable operating in a multi-task environment

***Notice to Candidates:** Background checks are carried out as part of any conditional offer made, including (but not limited to & role dependent) education, professional registration, employment, references, passport verifications and Global Watchlist screening**.**

To be Considered Candidates: Must be authorized to work in the USA without sponsorship***

Employment Type: Direct, Permanent

Location of Position: Orange, CA

Location Type: Office

Generate Personnel is an Equal Opportunity Employer that recognizes the value of a diverse workforce. Employment decisions are based on job related criteria and not on the basis of any unlawful criteria. We ensure equal access to employment opportunities, services, and programs.

Must have legal right to work in the United States. We thank all applicants for their interest; however, only those selected for interviews will be contacted.