



**Title:** Senior Accountant – Retail Commercial Properties

**Benefits:** Yes

**Status:** Full-time

**Company Description:**

Encore Enterprises, Inc., is a privately owned national real estate company founded in 1999. Encore develops and acquires mixed-use complexes, limited and full-service hotels, multi-family apartment home communities, retail shopping centers, restaurants, and commercial office buildings.

**Job Purpose:**

To coordinate with key management team members in effective administration and execution of financial decisions in relation to clients, employees, and third parties.

**Specific Responsibilities:**

- Work with Controller in producing timely and accurate monthly financial statements for Retail and Office business units
- Work with property management personnel to ensure timely payments of rent and operating expenses and support collections process
- Interface with internal treasury team to assist with effective cash management and forecasting
- Assist in annual budgeting and forecasting
- Lender compliance/reporting and monthly draw requests
- Job cost reporting
- Monthly and annual CAM reconciliation and billing
- Integrating new property acquisitions
- Individual Contributor - Must take initiative to improve accounting structure and take on additional responsibilities
- Work with the outsourced company on the AR/AP recons

**Skills and Qualifications:**

- CPA preferred
- Must have an understanding of commercial leases and lease administration
- Good understanding of partnership accounting
- Good communication and interpersonal skills
- Proficient in Microsoft Office
- Experience in Yardi

Please send resume to [swalker@encore.bz](mailto:swalker@encore.bz).

Encore Enterprises is an equal opportunity employer.

<http://www.encore.bz>