

Property Accountant (Bellevue)

Wallace Properties, Inc. is seeking an experienced and qualified Property Accountant to join our team. This full time position will be working with the Property Accounting team under the direction of Controller, as well as working with multiple Property Managers, with responsibilities including:

- Daily accounts receivable postings
- Managing property payables
- Tracking Monthly Mortgages and owner distributions and insuring accurate posting and processing for due dates
- Prepare Daily Bank Deposits
- Process Electronic Bank Deposits
- Bank statement reconciliation
- Preparing and Posting Monthly Journal Entries
- General Ledger maintenance
- Financial Statement preparation
- Work with CPA firm in preparing year-end tax packages
- Help as a backup with Preparing and Process 1099's
- Help as a backup with Vendor Maintenance Upkeep (Insurance and W-9 Information)
- Maintaining Excel spreadsheets
- Electronic storing of permanent Record documents
- Other duties as assigned by Controller

Education and Skill requirements:

- Excellent attention to detail with accuracy
- 2-4 years of general ledger accounting experience and/or pertinent accounting education
- Experience with commercial real estate accounting preferred
- Experience with Yardi Voyager, Timberline software experience preferred
- Proficient in Microsoft Office software
- Experience with Accounts Payable
- Ability to multitask
- A self-starter with initiative
- Good interpersonal and communication skills

Office Hours are Mon-Fri 8:30-5:30

Salary and benefits:

Salary DOE

Benefits include Employer provided parking, Medical insurance, Simple IRA plan, and paid time off (upon eligibility)

Please submit cover letter, resume and salary requirements to info@wallaceproperties.com.