



**JOB TITLE:** Property Accountant

**EMPLOYER:** ReBUILD Metro, Inc.

**DEPARTMENT:** Finance

**REPORTS TO:** Controller

**EFFECTIVE DATE:** 4/7/2022

**SUMMARY:** The Property Accountant is responsible for Capital Projects accounting, working with our Path to Own and Development teams, and helping to maintain an efficient and effective Finance Department.

**DUTIES AND RESPONSIBILITIES:**

- Assisting with the annual budget process
- Maintaining job costing reporting
- Setting job budgets and budget modifications
- Setting up and tracking subsidies on properties
- Capitalizing projects
- Maintaining depreciation reports and journal entries
- Billing all grants associated with properties
- Recording and tracking capitalized grant restrictions and requirements
- Accounts payable entry
- Accounts reconciliation
- Adjusting journal entries
- Assisting with audit work
- Performing other related duties as assigned by management

**SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

**QUALIFICATIONS:**

- Bachelor's Degree with emphasis in Accounting with 2-4 years related experience and/or training, or equivalent combination of education and experience.
- Computer skills required: (Accounting Software; Spreadsheet Software (Excel); Word Processing Software (Word); and Electronic Mail Software (Outlook).
- Other skills required: Examples include:
  - Previous administrative experience
  - Experience with various telephone systems and office equipment preferred
  - Sound computer skills including MS Excel, Word, Outlook and PowerPoint
  - Exceptional customer service skills
  - Dependable
  - Strong analytical, numerical, and reasoning abilities.
  - Organized and detail-oriented Flexible and able to prioritize/negotiate multiple work requests
  - Results oriented.
  - Effective team player



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Continually required to sit
- Occasionally required to stand
- Continually required to utilize hand and finger dexterity
- While performing the duties of this job, the noise level in the work environment is usually moderate
- The employee must occasionally lift and /or move more than 20 pounds.

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*