

C+C Apartment Management LLC.

Senior Property Accountant

C+C Apartment Management LLC, in business since 2004, manages the day to day operations of over 12,000 residential dwelling units across nearly 300 multi-family properties throughout the country with the highest concentration of properties located in New York City and the outlying boroughs. Currently, the C+C portfolio contains market rate, mixed market rate, affordable and full tax credit/affordable properties.

Across our residential portfolio, C+C also has extensive expertise in marketing and managing retail, parking and garages. Some of the retail tenants and parking operators include Urban Food Market, Blink Fitness, Duane Reade, Imperial Parking, Sherman Parking and Central Parking. We currently provide management oversight for over 3,500 total parking spaces, as well as storage and bicycle rooms.

We pride ourselves in providing the owners with a full breadth of management services to improve and enhance a property's revenue, cost control measures, maintenance, financial reporting, and resident relations. C+C is recognized as an industry leader in regards to the management and operation of real estate.

We have an excellent opportunity for a self-starting, organized and experienced Senior Property Accountant. The objective of the role will be to serve as primary interface between accounting and property management.

Responsibilities:

- Responsible for the creation of all property reports and mandatory filings.
- Develop annual budgets with possible reforecasts during the year in conjunction with management and property manager.
- Preparation of month and year end journal entries posted in Yardi.
- Prepare and update all work papers related to trial balance accounts for submission to CPAs at year end.
- Monthly review of cash flow statements including debt service ratio with account analysis of significant budget variances.
- Communicate with management and property manager with respect to same. Explain variances and answer investor/management questions.
- Review additional statements/schedules to be sent to investors/lenders including, Rent rolls, AR, AP, etc.
- Review coding of entries into general ledger accounts.
- Analyze escrow and reserve accounts to determine appropriateness of amounts. Coordinate with lenders on reserve draws and funding.
- Reconcile and track tenant security accounts.
- Review tenant leases/rent roll and escalations.
- Prepare chargebacks as allowed in lease.
- Post outside accountant's year end journal entries and reconcile beginning year general ledger balances.
- Track partner capital contributions and distributions.

Requirements:

- BA in Accounting, CPA a plus.
- 5-10 years' experience in real estate accounting.
- The ideal candidate must be an independent worker, take initiative and be detailed-oriented.
- Must possess excellent customer service skills, communication skills both verbal and written, and maintain a professional demeanor at all times.

C+C offers competitive compensation and benefits and tremendous potential with a growing residential real estate developer/builder organization.

C+C is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Please submit a cover letter and salary requirements with your resume to sgallagher@lmdevpartners.com. Only those applicants under consideration will be contacted. If you are not contacted for this position, please accept our sincere thanks and appreciation for your interest.

No phone calls please.