



PROPERTY MANAGEMENT ACCOUNTANT (Spokane)

Kiemle Hagood is seeking a Property Management Accountant/Bookkeeper to join our Spokane office. This individual will work closely with Property Managers, Community Managers, and Leasing Coordinators providing a broad range of bookkeeping services for a portfolio of commercial and market multi-family properties. This is a high-volume, team environment using specialized property management software.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete day-to-day financial transactions of assigned properties, reviewing and/or posting accounts payable and accounts receivable to the general ledgers
- Respond to internal & external accounts payable inquiries
- Process bank account transfers as requested
- Complete vendor bill runs, mortgage payments, owner distributions
- Balance and maintain daily trial balance
- Complete code corrections as necessary
- Process all move-in/outs, holding fees, security deposits, and other tenant charges
- Process and reconcile management fees
- Prepare individual property financials and supporting documentation for Property Managers and Property Owners on a monthly basis
- Communicate effectively with Property Managers, Community Managers, and Tenants
- Serve as back up to other PM Accountants
- Receive and sort mail
- Filing
- Perform other duties and special projects as assigned.

QUALIFICATIONS:

- Working independently with slight supervision;
- Must possess a strong understanding of the accounting cycle, the flow and treatment of transactions;
- Experience using advanced accounting software, Microsoft Office suite, 10-key by touch and the ability to respond to changing technology;
- Ability to organize and prioritize tasks in order to meet deadlines;
- Ability to analyze procedural and systems problems and make effective recommendations;
- Must be detail oriented with the ability to handle high volume, multi-tasking, and distractions;
- Ability to work effectively within a team environment, communicate with other departments as well as with external parties;

- Must have excellent verbal and written communication skills
- Experience in property management accounting is highly preferred, but not required

Kiemle Hagood is redefining real estate, creating value for our lives, and powering progress in our communities. We unite clients, community leaders and employees to find solutions that drive community opportunities. Our Commercial Brokerage and Property Management departments are comprised of 22 experienced brokers and 16 licensed property managers and leasing professionals serving the Intermountain Northwest. We currently manage over 7 million square feet of office, retail, medical office, industrial, and general commercial space, as well as 1,100 multi-family units, nearly 900 of which are providing homes for low-income citizens.

Compensation: DOE; generally \$15-\$16/hour

Reports to: Property Management Accounting Supervisor

Classification: Non-exempt, full-time

Please submit resumes to resumes@kiemlehagood.com

All offers are contingent on a negative drug screening result.

Recruiters please don't contact this job poster.