

# Senior Property Accountant

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## Job Description

**Department:** Accounting  
**FLSA Status:** Exempt

**Reports To:** Accounting Supervisor  
**Last Revised:** September 2025

## About the Position

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The Senior Property Accountant is responsible for overseeing the financial reporting and accounting functions for a portfolio of affordable housing properties. This position reporting to the Accounting Supervisor. This role is ideal for someone who has experience in multi-family property management, affordable housing, and senior living. This individual must be able to function effectively in a dynamic environment with little supervision and be passionate about joining a fast-paced, mission-driven organization.

## Position Requirements

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### Essential Duties and Responsibilities:

- Perform the daily operations of the accounting department; including, but not limited to accounts payable, accounts receivable, and general ledger accounting.
- Maintain tax and insurance schedules/ payments for multiple properties.
- Prepare monthly reporting packages for portfolio of properties, including financial statements and supporting documentation.
- Responsible for month end reconciliation of multiple bank accounts as well as monitoring cash flow.
- Collaborate with property managers and regional teams to resolve accounting issues.
- Prepare and review appropriate general ledger entries and reconciliations to reflect all cash activity and accruals.
- Compile and analyze month and year end financials for assigned properties.
- Support Regional Manager and Asset management in budget preparation and review.
- Reconcile and record monthly subsidy billings.
- Assist with year-end financial audit activities for multiple entities.
- Create monthly, quarterly, and annual financial reports for investors and funders.
- Ensure compliance with LIHTC, HUD, and other affordable housing regulations.

- Maintain internal controls and ensure adherence to company policies.

**Knowledge, Skills and Abilities:**

- Excellent communication skills, both written and verbal, with strong attention to detail.
- Strong interpersonal skills and the ability to work effectively with diverse stakeholders.
- Proactive, organized, and adaptable with the ability to manage multiple tasks in a fast-paced environment.
- High level of professionalism, ethics, and integrity.

**Supervisory Responsibilities:** This position does not have any supervisory responsibilities.

**Qualifications:**

- Bachelor's degree in accounting with at least five years of experience.
- Three years of affordable housing property accounting or residential property management experience.
- Advanced proficiency in Microsoft Office and Excel, as well as RealPage experience.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, see, talk and hear. The employee is occasionally required to stand; walk; use hands and fingers; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

- Valid driver's license and insurance.
- Ability to work inside and outside in various weather conditions.

**Attendance:** Position requires on-call status and flexibility to work any hours necessary to complete the job. Work schedules and location assignments are subject to change.