



LOCATION: Portland, Oregon or Dallas, Texas
JOB TITLE: Property Accountant
FLSA STATUS: Exempt
REPORTS TO: GM with dotted line to Corporate Manager of Property Accounting
DATE: 11/7/19

Cypress Equities is seeking to hire a Property Accountant for our asset in Portland, OR. This position is responsible for the day to day accounting activities for the Lloyd Center asset within the Cypress portfolio.

This position is responsible for CAM and tax reconciliations. Additionally the role covers budget preparation and input, annual operating expense reconciliations, preparation of tenant contracts and correspondence, and lease abstraction and data input.

The Property Accountant also works with tenants receiving and processing tenant payments, reviewing and following up on delinquent accounts, verifying rent roll, posting charges and entering manual adjustments and miscellaneous billings.

As for reports, the Property Accountant reviews and summarizes miscellaneous reports and documents including financial modeling, monthly accruals and month end reports, etc.

The team at Lloyd Center works very closely and as a team. They work together on many projects which means that the property accountant would be expected to participate in non-accounting activities and help with special projects.

EDUCATION AND EXPERIENCE

Bachelor's Degree - Accounting, Finance, or Business preferred

Three+ years' minimum experience in all of the following is required:

- Retail/shopping center property accounting
- CAM and Tax reconciliations
- Accounting software such as Yardi, MRI, Kardin & Timberline
- Microsoft Word, Excel, PowerPoint, and Adobe products

Please submit resumes to careers@cypressequities.com

No Phone Calls

No Agencies