



Job Description
Property Accountant
NewMark Merrill Companies
Woodland Hills, CA

THE COMPANY

NewMark Merrill Companies, LLC is a private owner and operator of more than 70 community shopping centers representing over 1,500 tenants covering over 10,000,000 square feet in three States.

NewMark Merrill is owned by President and Chief Executive Officer, Sanford D. Sigal. Since 1997, he has led NewMark Merrill in a community leadership role at the company's shopping centers in more than 45 cities throughout California, Colorado and Illinois ensuring we are an asset to every place we buy, manage and build shopping environments. The company also has a technology business called BrightStreet Ventures, which is a leader in using technology to help us succeed as a landlord, and for tenants to thrive by taking advantage of technology.

The company is based in Woodland Hills, CA and has primary satellite offices in Oceanside, CA and Longmont, CO. NewMark Merrill's shopping centers are located in more than 45 cities throughout California, Colorado and Illinois. The tenants of our shopping centers includes merchants such as Vons, Whole Foods, Target, Walmart, Sam's Club, Lowe's, Bed Bath & Beyond, Marshalls, Ross and a large cross-section of other retail, restaurant and service tenants.

NewMark Merrill works very hard to ensure that our shopping centers are successful for our tenants and the community. Our mission statement is 1) to ensure every community is better by its involvement, 2) to give every tenant a great shot at being successful and recognizing the American dream of building a business that thrives and provides opportunities for their customers and their employees, and 3) to enable every employee of NewMark Merrill to achieve their dreams, to be better for the experience of working at the Company, and to challenge themselves in ways that make them better people.

The company's growth has often landed it on the "Fastest Growing Private Company" lists by creating shopping environments that create meaningful experiences, bringing in tenants who cater to the customer and the community, and by supporting our neighborhoods through events, outreach, and being a role model of a corporate citizen.

We look for people who want to challenge themselves and create something amazing and aren't afraid to make mistakes as a way to grow.

POSITION SUMMARY

We are seeking an experienced Accountant to oversee all day-to-day financial responsibilities for a designated commercial real estate portfolio of approximately 8-10 properties.

POSITION RESPONSIBILITIES

- Prepare timely and accurate monthly and annual financial statements for all properties and review general ledgers for accurate accounts receivable and accounts payable entries as well as posting journal entries
- Prepare and analyze any necessary supporting schedules in relation to the preparation of the monthly financials
- Balance sheet reconciliation
- Prepare monthly bank reconciliations
- Prepare and analyze annual CAM reconciliations
- Review leases and bill tenants as appropriate
- Review/analyze and respond/respond to all tenant disputes related to CAM reconciliation/billings
- Prepare tenant adjustments as necessary
- Calculate CPI and percentage rent calculations
- Work with property managers to prepare the annual budget for each property as well as calculate tenant's CAM estimates
- Prepare lender reserve draws if applicable for the reimbursement of TI's/ leasing commissions and capital items

REQUIREMENTS

The ideal candidate will be a high-integrity self-driven, resourceful individual with:

- 3-5 years of experience in property management accounting including the preparation of CAM recs
- Strong organizational skills and attention to detail with the ability to multi-task
- Excellent communication skills – both verbal and written
- A high level of proficiency in Excel
- MRI or Yardi accounting software experience preferred
- Team oriented and flexible with the ability to work well under pressure

Resumes and corresponding documentation may be submitted confidentially to
lpolis@newmarkmerrill.com