



Property Accountant
NewMark Merrill Companies
Woodland Hills, CA

THE COMPANY

NewMark Merrill Companies, Inc. creates an environment for talented, innovative team members to excel in their area of retail real estate expertise. All our divisions including accounting, acquisitions, leasing or marketing have an active voice in fostering ideas that benefit our centers.

Recently named the 2nd fastest growing company in the San Fernando Valley, the 5th fastest growing private company in Los Angeles and one of Inc. Magazine's Top 5000 companies, NewMark Merrill is an established and reputable retail real estate firm.

It's not just about the rankings. With 80 community shopping centers encompassing 10 million square feet of retail experiences throughout California, Colorado and Illinois, NewMark Merrill is a partner with the customers, communities and tenants we serve. By integrating our technology and retail assets, we can make data driven decisions about the leasing, shopping patterns and customer traffic that drives sales for our tenants and profitability at our centers. We build a bridge from bricks to clicks.

Beyond the statistics, our centers are designed and operated to create meaningful retail experiences. Through targeted leasing we create a tenant mix for each center that caters to its customers, enhances the community and adds value to the neighborhood. We support our neighborhoods through events, community outreach, and being exemplary corporate citizens. NewMark Merrill takes its commitment to supporting surrounding the communities seriously. Our efforts include adopting local charities and helping them raise funds for their causes. We provide them with space to hold events and fundraisers. We provide many opportunities for our team members to participate in activities that support our communities.

The mission of NewMark Merrill Companies is to connect with our customers through community leadership and support, to create authentic environments in which our tenants have an unsurpassed opportunity to achieve the American dream, and to proudly share passion and knowledge with our team members, to inspire opportunity through creativity and imagination.

We look for people who want to challenge themselves, create something amazing and who aren't afraid to make mistakes in an effort to grow. If this sounds like you, we invite you to apply.

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