

JOB DESCRIPTION

Job Title:	Property Accounting Manager – Regional Based
Department:	Accounting
Division:	N/A
Function:	N/A
Reports To:	SVP Accounting
Supervises:	Accounting Staff
FLSA Classification:	Exempt
Category:	Management
Level:	M2
Revision Date:	10/23/2025

JOB PURPOSE or JOB SUMMARY:

The function of the Accounting Department is to provide strategic financial input and leadership on decision making issues affecting the company. The department oversees the company accounting records and systems for internal controls for financial reporting and safeguarding of assets. The Accounting Department prepares budgets, communicates financial information, analyzes and records financial data and transactions, and prepares financials.

The Property Accounting Manager is responsible for effectively planning, organizing, leading, and controlling the daily work and day-to-day workings of particular projects within their department. This position is responsible for balance sheet reconciliations, due diligence requests, and ensuring all financial reporting deadlines are met.

This position contributes to the accomplishment of the company's accounting strategy and goal achievement and objective that will provide an employee-oriented, high-performance culture that emphasizes empowerment, absolute accountability, quality, productivity and standards, and Objective and Key Results (OKR's) attainment, and the recruitment and ongoing development of a superior workforce in accordance with the Company's Manifesto and Ultimate Objective.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Leads a team accountable for the performance and results of a function or a business.
- Executes assignments in the form of objectives with goals and the process by which to meet goals.
- Promotes a culture of open communication.
- Essential element in driving the day-to-day operations of the company but does not direct the policy or mission of the Company.
- Oversees specific operations or projects within the Company.
- Responsible for oversight, training, & leading the property accounting team for a particular region
- Ensure accurate and timely monthly, quarterly, and year-end close, while also maintaining accurate property level financial statements for a specified region
- Manage and oversight of accounts receivable for a specified region
- Monthly review of Balance Sheet reconciliations
- Review Income Statements by property
- Review annual and final tenant reconciliations for a specified region
- Participate in review and analytical work throughout due diligence process while managing all requests from the Acquisition and Disposition team
- Work closely with the Real Estate Management group to develop accurate property budgets
- Maintain high-level knowledge of Yardi Software
- Monitors and analyzes department work to develop more efficient procedures and uses of resources while maintaining a high level of accuracy



- Works closely with the SVP of Accounting to ensure a clean and timely audit
- Coordination of information to external auditors
- All other duties as assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned for the position.

COMPETENCIES:

Organizational Scope, Impact

- Receives assignments in the form of objectives and determines how to use resources to meet deadlines and goals.
- Provides guidance to employees according to established policies.
- Proposes changes to policies and establishes procedures that affect their function or business.

Knowledge

- Demonstrates a clear understanding of company policies and leadership practices and effectively manages difficult situations.
- Demonstrates knowledge of industry trends and integrates them into their function or business.
- Demonstrates a clear understanding of their impact on broader company goals, including our Ultimate Objective.
- Sets the success metrics to help focus their team's efforts in achieving their goals.

Job Complexity

- Works on issues of diverse scope where analysis of situation or data requires evaluation of a variety of factors, including an understanding of current business trends.
- Follows processes and operational policies in selecting methods and techniques for obtaining solutions.
- Implements the Four Pillars and Success Management.
- Develops and administers deadlines and performance expectations; has budget responsibilities.

Problem Solving & Delivery

- Proactive in identifying and clearing roadblocks for the team.
- Excels at focusing their team on projects and sets priorities based on business needs.
- Align team efforts to our company's Ultimate Objective.
- Continues to contribute to ongoing function work, while overseeing the delivery of multiple projects or initiatives with clear timelines.
- Able to lead hiring efforts for their team and determine headcount.

Independence of Action

- Manages the coordination of the activities of a function or business with responsibility for results, including costs, methods and staffing.
- Acts as advisor to Leadership and are actively involved in meeting deadlines and resolving problems.
- Takes ownership of their own development and the development of others.

Influence & Leadership

- Creates opportunities for others to grow.
- Manages independently, communicates company objectives to the team and provides relevant insight to Leadership.
- Uses Success Management tools to build relationships and foster open communication.
- Comfortable managing team members with different skill sets and areas of focus.
- Recognized for their impact on team culture.

MINIMUM QUALIFICATIONS:

Education Bachelor's Degree or equivalent.

Experience and/or Training Minimum of 5 years related experience; Considerable knowledge of real estate and generally accepted accounting principles.

Technology/Equipment MRI experience preferred; Proficiency in Microsoft Office including Word, Excel, and Outlook.

PHYSICAL AND MENTAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to stand, walk, sit, use hands to handle or feel objects, tools, or controls; reach with hands and arms, and talk or hear.

Protective Clothing Required: None

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

WORKING ENVIRONMENT:

This position is in a professional office environment; the noise level in the work environment is usually moderate. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, and fax machines.

The work environment characteristics described here are representative of those individuals encounter while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position.*

Employee Acknowledgement

Date

Print Name

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. Hendricks Commercial Properties retains the discretion to add duties or change the duties of this position at any time.