

Company. Atlas Stark Holdings, LLC is a privately owned, full-service commercial real estate company whose principals have been in the business of investing, developing, leasing and managing real estate for 13 years.

Location. Raleigh, NC

Accounting – Property / Commercial Real Estate

Position. We are seeking an Accountant for a designated portfolio of 10+ properties. The Accountant would be responsible for the overall economic performance of the properties through diligent budgeting and ongoing oversight. The individual may have to wear “different hats” on the job. The individual should possess a personality who can get along with various personality types. This is an opportunity to join a dynamic, expanding, fast paced and entrepreneurial team. Responsibilities will include:

- Analyze monthly property financials and performance metrics in pursuit of improving cash flow and investment returns
- Prepare and analyze the financial statements, general ledgers, subsidiary ledgers, budgets, cash flow projections and review of job cost reports for assigned assets.
- Perform daily activities such as receive checks, post receipts and prepare deposits; review and post payable invoices; review and post tenant billing adjustments; review and post prepayment application to open charges, and; update gross sales reports.
- Reconcile, verify and validate all entries and postings to balance sheet and income statement accounts.
- Prepare timely and accurate monthly and annual financial statements for all entities
- Compare and analyze annual budgets and cash flow forecasts with actual results
- Responsible for coordinating with accountants to prepare tax returns.
- Accurate and timely processing, posting, collection, and payment of A/R and A/P
- Other responsibilities and projects as assigned.

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

- Required Minimum of 3 years of professional experience in an accounting capacity. Experience in Real Estate preferred.
- Familiarity with property accounting statements / concepts (IS, BS, CF, Accrual / Cash)
- Familiarity with Yardi preferred
- Strong quantitative and writing skills
- Solid knowledge of GAAP
- Detail oriented individual who will be responsible for the research and investigation of transactional level detail
- Proficiency with Microsoft Office applications (Word, Excel, and Outlook)
- Understand contracts, leases and leasing objectives
- Bachelor’s degree with a competitive GPA
- Team orientation, flexibility, and the ability to work well under pressure

Accounting – Property / Commercial Real Estate

Salary / Benefits

- Salary commensurate with experience
- Competitive benefits including Health, Vision, and Dental Insurance along with retirement contributions

Job Type: Full-time or Part-time