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| **Senior Property Accountant** |
| **Positions Reporting To:** | Assistant Controller |
| **Most Recent Revision:** | 9/1/2023 |
| **The Opportunity** |
| Altus Properties, a growing, privately held commercial real estate investment company, has a need for a Senior Property Accountant. This is an opportunity to join an entrepreneurial company.Altus is one of the largest privately held real estate investment firms in the Midwest. We invest in and manage real estate for individuals and institutions. Our current investment portfolio consists of over 3.4 million square feet of multi-tenant office, industrial and retail properties. Altus’ cycle-tested insight, asset selection process, in-depth underwriting, and operational expertise are designed to meet and exceed our investors' investment objectives. We maintain a broad network of equity and debt relationships throughout the industry, including individual investors, and institutional partners, such as: Aetna, Citigroup, Aegon, Lincoln, PPM America, and Wells Fargo among others. Augmenting our investment team is Altus Properties LLC, a vertically-integrated services firm solely focused on maximizing value for Altus investors with best-in-class consulting, development, asset management, leasing, property management, construction, accounting, and finance resources.Altus offers professional independence, a full complement of resources in support of position responsibilities, competitive compensation, a full complement of benefits, and the opportunity to be a key team member of a growing investment/consulting/development company that embraces a common set of core values.  |
| **Position Accountabilities** |
| * Monthly financial statement preparation and reporting, including variance analysis
* Reconciliation of general ledger accounts
* Accounts payable and accounts receivable review, understanding, trouble shooting, invoice approval
* Journal entry preparation
* Annual budgeting process
* Annual tenant reconciliation billings
* Debt compliance and reporting
* Monthly construction draws for development projects
* Bank reconciliations
* Work with outside CPA firms and auditors
* Direct Interaction with upper management, tenants, lenders, and investors, including investor statement calculations
* Other projects as assigned
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| **Work Environment** |
| **Typical Work Hours:** | Full-time | **Location:** | Clayton, MO |
| **Compensation:** | * Competitive salary commensurate with experience
* Full Complement of Benefits including health insurance, flexible spending account and 401k
* Hybrid home/office work schedule
 | **Travel Frequency:** | As Needed (<10%) |

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| **Position Specifications** |
| **Education / Experience:** | * 
 | 4 year degree in Accounting required |
| * 
 | 3+ years in progressive and comparable positions |
| * 
 | GAAP accounting experience |
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| **Requirements:****Requirements:** | * Strong spreadsheet skills
* Ability to meet deadlines
* Good analytical and problem-solving skills
* Experience in Real Estate and Yardi Accounting Software is a plus
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