



Job Title: Property Accountant
Reports To: Property Accounting Controller
Department: Financial & Accounting
FLSA Code: Exempt
Date Modified: July 2019

Job Purpose

The purpose of the position is to provide reliable financial statements for the individual properties that are owned by STAG to be consolidated up to the public financials. To assist the Property Controller in various additional tasks, including asset impairments. To compile the year-end reconciliations to all the tenants in the portfolio.

Duties and Responsibilities

- Review monthly and quarterly property level financial statements to ensure compliance with GAAP, internal procedures and guidelines
- Monthly and quarterly GL accounting for balance sheet and income statement-review, analyze and record adjustments and accruals to general ledger
- Prepare CAM reconciliation true ups monthly and quarterly
- Prepare year-end CAM reconciliations for tenant billing
- Review and summarize property level operating variances
- Quarterly review and summarize same store variances
- Review and approve invoices for payment
- Work directly with Asset Management team to ensure the accuracy of financial statements for assigned properties
- Other projects including accounting for acquisitions and dispositions of assets
- Assist with analyzing properties for impairment process
- Input fix asset additions and acquisitions in FAS for existing portfolio
- Ad hoc accounting tasks and projects

Qualifications

- Bachelor's degree in Accounting
- 2+ years of real estate property accounting experience, fixed assets a plus
- Working knowledge of accounting processes with focus on accrual and reconciliations
- Experience with the MRI, AvidXchange, Argus
- Extensive knowledge of Excel
- Possess the ability to read and interpret lease language
- Good interpersonal, oral, and written communication skills
- Ability to work independently and meet deadlines
- Strong organizational ability with attention to detail
- Must be able to work independently yet also a team player
- Intellectually curious with the desire to learn

Working Conditions

Position does not require special working conditions. Employee works in an office setting utilizing a laptop provided by company.

Direct Reports

Position has no direct managerial responsibilities.