



## Staff Accountant

Job Title: Staff Accountant

Type: Full-time, Exempt

Location: Denver, CO

Urban Villages, Inc., is a Denver-based, privately owned real estate development and property management company that specializes in timeless design and environmentally responsible development and management practices ([www.urban-villages.com](http://www.urban-villages.com)). We focus on long-term value creation for all of our project stakeholders: investors, partners, tenants, neighbors, communities, and our environment. Urban Villages creates places where people and businesses thrive.

### Position Overview:

Urban Villages is seeking an experienced Staff Accountant with strong analytical skills and a disciplined attention to detail to join our growing team. The Staff Accountant will be responsible for the property accounting for various investment real estate properties. This position will collaborate with property managers to ensure accurate, timely, and complete property execution from a financial standpoint. The Staff Accountant will also support payroll processing for various employment entities. The ideal candidate has a minimum of two years of commercial property accounting. This position will work closely with and report directly to the Controller.

### Primary Tasks and Responsibilities:

- Prepare bank and escrow reconciliations
- Facilitate and complete monthly close procedures in a timely manner
- Maintain and balance general ledger accounts by verifying, allocating, posting, and reconciling transactions, as well as resolving discrepancies
- Manage fixed assets and intangibles
- Assist tax preparers for required reports and returns
- Be proactive regarding processes, efficiencies & communication
- Manage AR/AP processes, including:
  - Daily posting of receivables to tenant's accounts
  - Prepare monthly tenant billing
  - Assistance with annual CAM reconciliations
  - Code, process and cut checks
- Audit and ensure accuracy of rent roll and lease abstracts, for assigned portfolio.



- Manage, analyze and audit tenant accounts to ensure they are billed correctly each month, for all rental and additional charges per their lease, and investigate and resolve all discrepancies
- Assist in the development of the operating budget and ongoing re-forecasting for each property in conjunction with the Property Manager
- Frequent communication and interaction with the Property Manager
- Help with new client setup and operational readiness
- Maintains payroll information by collecting, calculating, and entering data.
- In collaboration with Human Resources update payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Resolves payroll discrepancies by collecting and analyzing information.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Other tasks and special projects as needed and requested.

#### Position Qualifications and Skills:

- Minimum 2+ years relevant experience
- Bachelor's degree in Accounting
- Proficient accounting skills, including the ability to prepare financial statements.
- Strong GAAP knowledge
- Real estate experience highly preferred
- Proficiency in Microsoft Excel, Word & Outlook
- Proficiency in MRI Accounting System highly preferred
- Proficiency in computerized payroll a plus
- Knowledge of Nexus a plus
- Ability to effectively communicate (written & verbal)
- Highly organized with ability to multi-task and prioritize
- Strong work ethic and team-oriented mentality
- Positive attitude and willingness to learn
- Ability to exercise good judgment and discretion related to confidential matters

#### Compensation and benefits:



Compensation will be commensurate with skills and experience. Employees may be eligible to participate in benefits packages, which include medical, dental, vision, retirement, paid holidays, vacation and sick time, and public transit pass.

**Application Process:**

In order to be considered for the position, candidates must send a cover letter, available start date, résumé and salary requirements to [careers@urban-villages.com](mailto:careers@urban-villages.com). Qualified candidates will be contacted directly. No phone calls, please.