



## 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 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' experience with commercial property accounting. This position will work closely with and report directly to the Controller.

### Primary Tasks and Responsibilities:

- Prepare financial statements including balance sheet, income statement and statement of cash flows
- Maintain and balance general ledger accounts by verifying, allocating, posting, and reconciling transactions, as well as resolving discrepancies
- Manage company funds, overseeing the allocation of cash balances, loans, disbursements and investments
- Facilitate and complete monthly close procedures in a timely manner
- Prepare bank and escrow reconciliations
- Manage fixed and intangible assets
- Assist tax preparers for required reports and returns
- 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
- Maintain payroll information by collecting, calculating, and entering data
- Maintain payroll records in collaboration with Human Resources
- Prepare payroll related reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Other tasks and special projects as needed and requested.

**Position/Candidate Qualifications Requirements:**

- Minimum 2+ years relevant experience as outlined above
- Bachelor's degree in Accounting or closely related field required
- Real estate accounting experience highly preferred
- Proficient in Microsoft Excel and Word required
- Proficient in computerized property management software (MRI Accounting System or equivalent highly preferred)
- Proficiency in computerized payroll a plus
- Professional experience working with confidential and sensitive information
- Ability to prioritize daily tasks and meet timely reporting obligations.
- Work efficiently with minimal supervision
- Ability to work independently and as well with a team

**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.