

## Position Description

Department: Accounting  
FLSA Status: Exempt; Full-Time  
Position Title: **Senior Accounting Manager, Property Operations**  
Reports To: Controller, Property Operations  
Location: Washington, DC  
Date: May 2017

**Senior Accounting Manager, Property Operations Overview:** Under the supervision of the Controller, Property Operations accurately record, analyze and maintain the assigned real estate accounting transactions. In all cases certify that the firm's internal controls related to accounting and cash management policies and standards are followed consistent with GAAP and National's investment, development, operating and disposition procedures.

Act as a liaison and relationship manager between National's Portfolio and Asset Management departments, Investment, Investor Relations, and third parties (e.g. respective partners, property managers, banking institutions, legal counsel, etc.) to initiate and facilitate, as needed and required, accurate and timely recordkeeping and auditing of all accounting-related transactions. Consistently demonstrates understanding and application of the specialized skills required in the real estate accounting discipline.

### Essential Functions:

#### *Property Level Accounting*

1. Act as a liaison and relationship manager between National's Portfolio and Asset Management departments, Investment, Investor Relations, and third parties (i.e. respective partners, property managers, banking institutions, etc.) to initiate and facilitate, as needed and required, accurate and timely recordkeeping and auditing of all accounting-related transactions.
2. Keep abreast of all historical and projected transactions by participating in periodic meetings with Asset Managers to ensure that all transactions have been discussed and accurately recorded in a timely manner.
3. Work with the Investment team to evaluate and review reporting capabilities of potential borrowers and joint venture partners.
4. Work with the Portfolio and Asset Management members to populate and verify National's portfolio management software and reporting systems' financial reports.

Assist with the data collection and integrity of the operating procedure development and maintenance.

5. Review acquisition accounting entries for new properties acquired; review accounting entries for assets commencing operations. Obtain and review relevant accounting-related provisions in acquisition, operating and/or financing closing documents to ensure the opening entries recorded reconcile to the executed closing documents and other support.
6. On a monthly, quarterly, and annual basis oversee and perform a detailed review of property level accounting transactions and reports (i.e. financial statements, annual audits, tax returns, general ledger, property income reports, market value, contingent liabilities, cash inflow/outflow report, etc.) for assets under management. When necessary, work closely with the Chief Financial Officer to resolve issues and support the auditing processes.
7. Proactively set-up development asset's budget tracking template (Cost Summary) and facilitate the review, verification and processing of construction draws and associated reports per contract requirements. Initiate ongoing communications with Asset Managers to ensure all transactions are recorded accurately and in a timely manner.
8. On a quarterly basis, support the timely appraisal and valuation process of verifying and submitting the required financial data and information (e.g. loan balances, construction draws, etc.)
9. Collect and review quarterly financial and asset data for properties under management, and submit data to NCREIF in a timely fashion.
10. Review and approve annual property budget uploads in Investor Central. Work with Portfolio and Asset Management department members to resolve upload issues, as necessary.
11. Prepare priority loan and preferred schedules in accordance with legal documents Submit to Asset Managers for comment and approval.

#### *General*

1. In all cases certify that the firm's internal controls related to accounting and cash management policies and standards are followed.
2. Proven ability to understand and demonstrate specialized skills and knowledge in the real estate accounting discipline.

3. Demonstrate commitment to National's Sustainability Policy and best practices where feasible by incorporating environmental, social and governance dimensions into daily business activities and decision-making.
4. Demonstrate commitment to and abide by National's Regulatory Compliance Manual and Code of Ethics.

Other Duties and Responsibilities:

1. Reads, uses and is familiar with computer system manuals and procedures.
2. Make recommendations regarding the handling of non-routine reporting transactions.
3. Assist in the development and implementation of new accounting procedures.
4. Provide training to new and existing accounting staff, as necessary.
5. Represent the Company at important external events and periodically attend industry accounting events to make recommendations on best practices (e.g. NCREIF, PREA, etc.).
6. Organize, attend and contribute to internal Staff meetings.
7. Perform other duties as assigned.

Qualifications:

1. Successful completion of an undergraduate degree in accounting or a related discipline is required, and a CPA designation is preferred.
2. Minimum of five years' experience in general ledger, financial statement preparation, reconciliation and financial analysis is required; commercial real estate accounting is preferred.
3. Extensive experience working with enterprise accounting and spreadsheet packages is required; experience working with real estate and/or property management software applications is preferred.
4. Proven ability to understand and apply complex accounting principles in the real estate accounting discipline.
5. Proven ability to understand real estate related legal documents such as joint venture agreements, property management agreements, etc.

6. Must act ethically, be highly detailed and possess excellent accounting, time management and interpersonal skills to be able to interact professionally and collaboratively with colleagues in all departments and multitask in a fast-paced, complex working environment.
7. Required to demonstrate intermediate application of the Microsoft Office Suite; specifically Excel and Outlook.

Work Environment:

1. This job primarily operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. This is a largely a sedentary role; however, some filing is required, which would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.
2. Minimal travel may be required for this position.

*The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by this employee. This description reflects management's assignment of essential functions and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at National will be based on merit, qualifications, and abilities. National does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.*