

JOB DESCRIPTION



Job Title: Commercial Leasing Staff Accountant
Department: Accounting
Reports to: Controller
Direct Reports: None
Date Prepared: October 2020

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| Job Summary | <p>We are looking for an experienced Staff Accountant to oversee general accounting operations for our commercial leasing business and maintenance of our fixed asset records. Senior accountant responsibilities include reconciling account balances and bank statements, maintaining the general ledger and preparing month-end close procedures. This role requires excellent analytical skills, a thorough knowledge of accounting principles and the attention to detail necessary to ensure accurate reporting in all areas.</p> |
| Essential Functions | <ul style="list-style-type: none"> • Prepare journal entries on a daily and monthly basis, ensuring accurate account balances and compliance with GAAP. • Reconcile balance sheet accounts on a monthly basis by verifying, allocating, posting, reconciling transactions; resolving discrepancies. • Responsible for commercial lease accounting, including straight line rent schedules, customer billing, cash receipts and following up on past due accounts. • Research payment issues with tenants, including resolutions of customer disputes, deductions, chargebacks and refunds. • Maintain fixed assets module in JDE including GAAP and tax depreciation journal entries. • Responsible for overseeing, coordinating and updating records for fixed asset inventory counts for all locations. • Prepare and submit annual tangible tax returns for all reporting entities. • Monthly sales and use tax return preparation and transmittal for multiple counties and subsidiaries. • Produce error-free accounting reports and present their results. • Understand internal control procedures and regulations. • Assist in maintaining and updating accounting policies and procedures. • Perform month end duties in accordance with closing schedule. • Analyze and communicate general ledger and other financial variances. • Prepare quarterly schedules and external and internal audit requests. • Assist with special projects. • Perform other duties as assigned. |
| Education and Experience | <ul style="list-style-type: none"> • Bachelor's degree in Accounting required. • 4 to 6 years of accounting or finance experience required. |
| Knowledge, Skills, Abilities | <ul style="list-style-type: none"> • Knowledge of generally accepted accounting principles and procedures, as well as internal control procedures and regulations • Superior analytical and problem-solving skills. • Good verbal and written communication skills. • Proven ability to work both independently and collaboratively with different levels of employees. • Knowledge of internal control procedures and regulations. • Familiarity with laws and regulations that apply to accounting and compliance. • Experience with commercial leasing preferred. • Knowledge of Microsoft Office, including strong Excel skills. • Knowledge of accounting software required, Oracle based JD Edwards General Ledger System and Quickbooks preferred. |

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| Physical Demands | <ul style="list-style-type: none">• Ability to operate normal office equipment.• Extensive use of computer.• Ability to sit for extended periods of time.• Ability to lift up to 15 lbs. |
| Working Conditions | <ul style="list-style-type: none">• Normal office environment. |

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.