

# Job Description



**Job Title:** Senior Property Accountant      **Reporting To:** Manager of Property Accounting  
**Job Function:** Accounting      **Location:** Cleveland, Ohio

## **Summary:**

GBX Group is seeking an experienced Senior Property Accountant with excellent analytical skills and a thorough knowledge of accounting principles to analyze and prepare financial reports and forecasts. The Senior Property Accountant works closely with the Property Accounting Manager to prepare internal and external reporting of the funds' financials as well as real estate portfolio results, properties' and holding companies' financial statements.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven, and passionate about being part of a team that makes a real impact to join GBX as a Senior Property Accountant.

## **Essential Duties and Responsibilities:**

### **Accounting close & month / year-end reporting**

- Perform accounting close and reporting; prepare and monitor correct recording of monthly and year-end journal entries.
- Responsible for the timely preparation of core companies', properties' and holding companies' year-end financials; must be completed ahead of K-1 issuance to companies' investors.

### **Reporting packages, budgeting & forecasting**

- Work with Asset Management team to review property and portfolio-level reporting packages prepared by fee managers, tracking actual performance against budget and reforecasts of property cashflow.
- Work closely with all members of the Finance, Asset Management, and Property Management teams and fee managers to create and review annual budgets, regular reforecasts, interim and year-end financial reports, and monitor cash balances.

### **Reconciliations, balance sheet support & investment accounting**

- Reconcile equity and investments-in accounts between properties', holding companies', funds' and core companies' financials.
- Perform accounting reconciliations and balance sheet/income statement analysis.
- Record financial results of underlining investments utilizing the Equity Method of accounting.

### **Audit and year-end support**

- Proactively plan for and support year-end accounting close processes; assist external auditors with annual audit process, providing appropriate documentation as needed.
- Coordinate with internal stakeholders to ensure audit requests, schedules, and deliverables are met accurately and on time.

### **Cash management, banking & mortgage reporting**

- Establish bank accounts for newly formed properties, perform cash management functions including preparing or reviewing bank reconciliations.
- Mortgage reporting requirements.
- Monitor timeliness of real estate tax payments, mortgages, and guaranteed payments where applicable.

### **New asset onboarding & cross-functional coordination**

- Support transition of new assets from Project Management to Asset Management, including onboarding, property manager orientation, bank setup, and review of opening trial balances.
- Maintain relationships with all fee managers to ensure consistent and open lines of communication.

# Job Description



## **Systems & process improvement**

- Understand capabilities of integrated information systems to drive efficiencies and improvements in the availability and use of financial information.
- Identify opportunities to enhance accounting processes, controls, and reporting workflows in support of portfolio growth and operational scalability.

## **Education / Experience:**

- 5+ years of real estate accounting experience. Previous public accounting experience preferred.
- Bachelor's degree in accounting, finance or economics.
- Highly analytical and experienced in ERP integration and/or administration.
- Strong knowledge of US GAAP, internal controls and financial reporting.
- Accounting experience in hospitality industry preferred.
- CPA preferred.

## **Knowledge Skills & Abilities:**

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Strong Initiative along with a willingness to jump in and solve problems.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Must be results oriented.
- Excellent problem-solving and analytical skills.
- Highly motivated and able to adapt to a fast-paced work environment.
- Detail-oriented.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Self-directed but works well with individuals at all levels of the organization.
- High level understanding of various investment ownership structures and accounting knowledge for project and fund level reporting.
- Technology-forward mindset, with demonstrated success implementing or improving system-based processes, enhancing digital workflows, and using technology to increase efficiency and accuracy.
- Demonstrates financial acumen for ad hoc projects.
- Exercise sound judgment.
- Meet deadlines.

## **Technical Skills:**

- Proficient with spreadsheets and data analysis tools, such as Microsoft Excel, to interpret financial data, create reports, and support decision-making processes.
- Experience with all Microsoft Office software (Outlook, Word, PowerPoint, Teams).
- Familiarity with emerging financial technologies, such as cloud-based accounting solutions and basic automation tools, to improve efficiency and adapt to evolving industry best practices.
- Experience with real estate asset management software (e.g. RealPage, MRI, Yardi, JD Edwards).
- Ability to learn proprietary software and leverage AI tools (e.g., ChatGPT, Copilot, Claude) to enhance efficiency and decision-making.

## **AAP/EEO Statement:**

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.***