



## **SWIFT REAL ESTATE PARTNERS IS SEEKING A PROPERTY ACCOUNTANT** **Pleasanton, CA**

Swift Real Estate Partners is pleased to announce that we have an exciting opportunity for a Property Accountant at our beautiful Rosewood Commons campus. With ample free parking and close to BART that includes shuttle service to Rosewood, the campus offers a host of amenities like a state-of-the-art fitness center, food court, bocce, putting-green, basketball and sand volleyball, in addition to gathering areas with firepits to make your work experience nothing less than amazing!

Do you have 2 to 8 years of solid professional experience as a Property Accountant working for a commercial office real estate company?

Are you considered the guru when it comes to revenue processes and variance analysis?

Do your teammates describe you as “the best colleague ever!” given your positive attitude and amazing work ethic?

Are you detail-oriented, possess strong problem-solving skills, and enjoy working in a fast-paced environment?

Would you like to work for a great company that offers a collaborative team environment, and values its employees?

If you answered “YES!” to the above and would like to dive into an amazing position, then we are looking for you!

In this dynamic position you will utilize your property accounting expertise as the primary facilitator to manage, audit and analyze financial matters related to Swift’s assets. Your day will consist of handling the following:

### **Position Responsibilities:**

- Prepare and analyze GAAP financial statements, including all supporting reconciliation files on a monthly and quarterly basis.
- Perform analysis and develop financial reports and related schedules in accordance with lender and/or third-party requirements.
- Analyze and post monthly accruals and fixed assets depreciation/amortization.
- Analyze and prepare quarterly bad debt true ups and capex accruals.
- Prepare monthly bank reconciliations.
- Monitor cash balances to ensure there are adequate funds to meet cash requirements.
- Review monthly commercial billings to ensure tenants are billed correctly and assist PM in resolving any discrepancies.
- Review GL for all vendor payments to ensure they are properly coded.
- Review and assist Property Managers with annual budgets, quarterly re-forecasts and annual tenant reconciliations.
- Maintain and enter new leases, amendments, assignments and renewals into Yardi.
- Examine and comprehend all leases, management agreements and lender documents for assigned properties.



- Review and prepare monthly waterfall JE from loan servicer.
- Work with Property Management and Investment teams to provide support and to obtain necessary information for the completion of financial statements.
- Calculating and preparing distributions as needed.
- Assist with annual audit.
- Provide all team members with the highest level of service.
- Other duties as assigned.

**The Ideal Candidate Will Possess the Following:**

- BA/BS degree in Business Administration or Accounting.
- A minimum of 2 to 8 years of experience, including property accounting experience in commercial office real estate.
- Solid computer skills with proficiency in MS Excel required.
- Proven organizational skills with ability to set priorities, manage multiple projects and meet deadlines.
- Self-starter capable of finding solutions with minimal supervision.
- Amazing people skills, interacting with co-workers, tenants or vendors in an articulate, courteous and business-like manner at all times.
- Ability to work well under pressure.
- Ability to work independently, as well as part of a team.
- Adaptability to changing demands.
- Effective problem-solving skills.
- Ability to multitask.
- Strong communication skills, written and oral, as well as solid interpersonal skills.
- Knowledge of accounting software, experience in Yardi a plus.

**About the Company:**

Founded in 2010, Swift Real Estate Partners is a vertically-integrated real estate operating company focusing on West Coast value-add office and industrial properties. Striving to become the premiere West Coast real estate operator, Swift has a proven track record of providing superior risk-adjusted returns to its partners. Swift owns and operates assets of approximately 5 million SF of office/industrial throughout California and the Pacific Northwest.

**About Our Benefits:**

In exchange for your talents and dedication, Swift Real Estate Partners offers a comprehensive healthcare and flexible spending benefits plan that includes full coverage of the employee's healthcare premiums, and coverage at 50% for dependents premiums. In addition, we offer competitive salaries and bonus opportunity, an excellent 401(k) plan with dollar for dollar matching of your 4% contribution, 13-holidays per year and a Community Service Day.

**Compensation Range (DOE):** \$106,000 - \$116,000/year

If you fit the profile above and would like to work for a dynamic company, we look forward to receiving your resume along with your salary expectations at [recruiter@swiftrp.com](mailto:recruiter@swiftrp.com) EOE. M/F/D/V. No phone calls please as all recruiting is done in-house at Swift.