

Rowley Properties, Inc. Accounting Department is looking for a Property Accountant.

Rowley Properties is a third generation property development/property management firm. The Rowley's are unique as they redevelop the land they own over time to meet the needs of the community, a community they have been proud to be a part of for over 57 years. Some recent developments are the Hilton Garden Inn, Issaquah John L Scott Building (Issaquah's first LEED GOLD Certified building on the valley floor). They own and manage a broad range of properties from RV parking to residential apartments.

We are a fast paced real estate / development office with a team environment looking for a talented property accountant to join us.

RESPONSIBILITIES:

This position conducts routine to moderately difficult clerical assignments of an accounting nature including processing A/P, A/R, payroll, payroll taxes, and general ledger transactions as well as data entry and analyzing accounts, records, reports, journal vouchers, ledgers and other accounting documents for accuracy and completeness. Responsibilities include, but are not limited to the following:

- General ledger maintenance
- Financial statement preparation
- Daily accounts receivable postings
- Processing accounts payable
- Maintaining Excel spreadsheets
- Processing payroll
- Preparing and posting monthly journal entries
- Working as a partner with the Commercial and Residential Property Managers as well as company leadership
- Other duties as assigned

QUALIFICATIONS:

- BA or BS in Accounting or 5-7 years of related experience
- Experience with MRI & Property Solutions software preferred
- Knowledge of general accounting & financial reporting
- Ability to plan, prioritize and complete projects within deadlines
- Ability to write and communicate effectively
- Ability to work well independently
- Ability to interact professionally across all departments and functionalities within the organization
- Ability to change direction in response to changing work situations, and to accommodate different working styles and cultures.
- Ability to support sensitive issues, deal with ambiguity, and exercise time management in order to prioritize workload
- Good analytical and problem solving skills

- Proficient in Excel including tables & formulas
- Property Management and / or development knowledge and / or experience a plus
- Ability to pass drug test, driver's record check, credit check, reference check, and criminal record check.

ADDITIONAL INFORMATION:

- Intermediate level non-exempt position
- Benefits include paid personal time (vacation, sick), health insurance and 401(k).

HOW TO APPLY: Please email cover letter and resume in Word or PDF format to propacct@rowleyproperties.com by **5 p.m., Friday, February 17, 2012**. Position is open until filled.

To learn more about Rowley Properties, Inc., please visit www.rowleyproperties.com

Small Print – Disclaimer Text

Rowley Properties, Inc is an Equal Opportunity Employer

Location: Issaquah

Compensation: DOE

Full-time Job

Schedule: 8 a.m.to 5 p.m., Monday - Friday

Principals Only. Recruiters, please do not contact job poster

Please do not contact job poster about other services products or commercial interests

Please, no phone calls about this job