



JOB DESCRIPTION

Position Title: Staff Accountant
Department: Accounting & Finance Department
FLSA: Non-Exempt
Reports To: Corporate Controller

Job Overview:

The Staff Accountant is responsible for supporting daily accounting operations, maintaining accurate financial records, and assisting with monthly financial statements. This role involves performing general ledger entries, account reconciliations, assisting with month-end close processes for owned and third-party shopping centers. This position supports the Corporate Controller.

Carl M. Freeman Companies is a real estate company specializing in land acquisition, land planning, development and redevelopment, as well as management of various properties such as residential communities, neighborhood shopping centers, industrial and other commercial properties including golf courses. In its nearly eight decades, the Carl M. Freeman Companies has evolved from developers of well-planned, environmentally-concerned communities to commercial property developers whose portfolio includes award-winning beach-front, golf course communities and thriving shopping centers focused on community activity as well as convenience. More information about the company, our mission statement, and our core values can be found at <https://www.freemancompanies.com/our-company/>.

Job Specific Responsibilities

- Prepare and post journal entries for accruals, prepaid and recurring transactions.
- Maintain and reconcile general ledger accounts to accuracy and completeness.
- Monthly reconciliation of bank statements and resolve discrepancies in a timely manner.
- Manage accounts payable process including uploading invoices to Nexus, indexing and monitoring invoice coding status. Includes coding of 3rd party utility invoices.
- File annual, semi-annual, and quarterly gross receipts and sales and use taxes.
- File Maryland annual reports and Personal Property Tax returns.
- Assist with Ground Rent processing. Includes responding to ground rent status requests, updating request logs, confirming receipt of settlement information, annual ground rent billings and entering ground rent cash receipts.
- Support the desktop deposit process by preparing, scanning, and submitting checks for electronic deposit, ensuring timely and accurate recording of funds. Maintain organized financial documentation and deposit records within SharePoint.
- Provide support during the annual audit process.
- Updating the 3rd Party Portal monthly with current financials, AR Reports and Rent Rolls
- Provide administrative support to Property Managers.
- Provide other ad hoc accounting and lease administration support as needed.



Qualifications and Skills:

- Deadline oriented and extremely organized.
- Able to handle multiple priorities at the same time, efficiently and on a timely basis.
- Strong communication skills – the ability to communicate effectively with internal staff and outside vendors, tenants and landlords, or their representatives, for all owned and 3rd party managed entities.
- Ability to work independently to accomplish a task, without supervisory assistance on routine tasks.
- Ability to ‘get the job done’ and ‘do whatever it takes’ to do so.
- Working knowledge of accounting related software programs such as Microsoft Windows, Microsoft Excel, Microsoft Word, and Microsoft Outlook.
- Knowledge of Accounts Payable and Accounts Receivable processes.
- Familiarity with Lease Administration would be beneficial but not required.

Education and Experience:

- Coursework in financial accounting, managerial and auditing preferred.
- Associate degree holders may be considered with relevant experience.
- Optional but valuable: Pursuing CPA or enrolled in CPA preparation.
- 0-2 years of professional experience preferred.
- Familiarity with Accounting principles (GAAP), general ledger functions, and financial reporting.

Physical Requirements:

- Sitting throughout the day, working with a computer.
- Repetitive movement on computer keyboard throughout the workday.
- Lifting and moving files, boxes, up to 30 pounds.

Other:

- Work on weekends and evenings, and some holidays will be required to meet and maintain performance goals.

This job description includes, but is not limited to, the duties and responsibilities as noted above. The essential functions of this job description are not exhaustive and may be supplemented.