

CAPSTONE ADVISORS  
ACCOUNTING MANAGER  
JOB DESCRIPTION & REQUIREMENTS

Capstone Advisors is looking for an experienced real estate accounting professional who is ready to grow and contribute within an entrepreneurial environment. As we start our third decade in business we are seeking an Accounting Manager to support our growing organization. Our portfolio includes retail centers, office buildings, industrial complexes, and land for future development.

We are an innovative company – and have been since day one - so you'll have the opportunity to work on a variety of interesting projects. The position is based in the Company's Carlsbad, CA headquarters.

**Summary of Duties and Responsibilities:**

Responsibilities are focused on assisting the VP of Accounting and Finance with the financial management and reporting of operating assets, new property acquisitions and development of residential and commercial real estate.

Recurring responsibilities include:

Review monthly financial statement packages received from third-party property management firms, identify errors and work with the property manager to correct. Make recommendations on the accounting treatment of CAM, Non-Operating and Capital expenses.

Manage the tax filing process for all entities. Coordinate with outside CPAs to ensure timely and accurate preparation of tax returns. Review all returns for accuracy and enter any tax adjusting entries into Yardi. Coordinate with A/P to ensure all taxes owed are made in a timely manner to prevent any penalties owed.

Assist property managers with the preparation and review of Yardi produced CAM Reconciliations and Budgets.

Monitor all compliance with governmental agencies for each ownership entity. File all required documents and make all payments required for accurate compliance. Research and respond to all correspondence received from governmental agencies.

Ensure the accurate accounting of acquisitions and dispositions in Yardi.

Manage all entity's banking activities, including setting up new accounts for acquisitions, monitoring cash balances, inter-company transfers, initiating external funds transfers, and managing lender escrow accounts and internal reserves. Coordinate capital calls and cash distributions.

Assist in the due diligence and underwriting of potential acquisitions, which includes reviewing Argus and Excel models for senior leadership.

Special projects and reporting as required.

## **Qualifications**

### **Technical Qualifications**

- ✓ BA/BS in Accounting
- ✓ Minimum 5 years of accounting experience in commercial real estate
- ✓ Proficient in QuickBooks, Yardi Voyager, Argus, Word, Excel, Outlook
- ✓ Experience with Yardi Advanced Budgeting and Valuations and Yardi Investment Management a plus

### **Personal Qualifications**

- ✓ Excellent communication and analytic skills
- ✓ Highly organized with excellent follow-up skills
- ✓ Ability to meet multiple competing deadlines
- ✓ Energetic individual looking to get involved in all aspects of real estate
- ✓ Flexible and able to change directions quickly

Our culture is important to us. It's taken more than 20 years to develop and it suits us well. It would suit you too if these things are important to you:

- Fast paced, entrepreneurial environment
- Collaborative team members
- Flat decision-making structure with no bureaucracy
- Senior management that has been at the firm a long time and has a lot to teach others
- Excellent industry reputation

If this sounds like the place for you, please email us so we can get together to discuss this opportunity. Send a cover letter and resume to: [contactus@capstoneadvisors.com](mailto:contactus@capstoneadvisors.com). We look forward to hearing from you.