



Capstone Advisors Staff Accountant

Capstone Advisors is growing! We are looking for a dynamic individual to join the Accounting Team to help manage our expanding real estate portfolio. Located in beautiful Carlsbad, CA this position requires an energized team player who is looking for a diverse and challenging work environment.

Is this the job for you?

Our ideal candidate needs to be a strong multitasker with experience in the accounting department of a commercial real estate operator. Our business strategy will keep you engaged and motivated in our varied commercial endeavors, which includes retail, office, and specialty projects. Your advancement will go hand in hand with your performance and our growing real estate portfolio.

Essential details/Gist of this position:

1. Review monthly property management reports from the 3rd party management
2. Prepare corporate financial statements
3. Prepare property accounting reports for the corporate office
4. Prepare quarterly asset management reports and analysis
5. Prepare leasing commission invoices
6. Track project development and construction using Yardi Construction Manager and Job Costing
7. Monitor compliance with governmental agencies for each ownership entity
8. Monitor and manage asset management fee billings
9. Work to drive AP automation and use technology to increase efficiencies
10. Will work on a variety of special projects that will give you visibility throughout the company.

What we need from you:

1. BA/BS in Accounting
2. 2+ years of relevant commercial real estate experience
3. Excellent computer & internet research skills, including proficiency with the following software: Yardi Voyager, Excel, and Word
4. Strong accounting and financial analysis skills
5. Ability to understand complex entity structures
6. Positive Attitude is a must
7. Willingness to work outside of your comfort zone
8. Eager to grow and learn new things



Send your resume, a well-written cover letter, and salary requirements to:
contactus@capstoneadvisors.com

For more information about Capstone Advisors, visit www.capstoneadvisors.com

Job Type: Full Time

Location: Carlsbad, CA

Industry: Real Estate

Reports to: Accounting Manager

Number of Positions: 1