



Accounting Manager Job Description

Caddis – a national real estate and development firm focused exclusively on the healthcare sector is rapidly expanding its medical office and senior housing platforms. With over \$250 million in new deals annually, Caddis continues to grow in the senior housing sector while developing and acquiring medical office buildings, acute and post-acute hospitals, and surgery centers.

Opportunity

The Accounting Manager will report to the Director of Accounting and will have primary responsibility for the day-to-day accounting functions of including financial reporting and analysis, cash management, budgets and projections, bank draws, and other projects as assigned. The ideal candidate will be results oriented and able to excel in a fast-paced environment that requires one to be able to adjust to shifting priorities and accomplish multiple tasks.

Responsibilities

- General ledger accounting for all medical offices and senior living facilities, including preparation and posting of journal entries, month-end closing and reporting, and account reconciliations and analyses
- Preparation of Property Management Reports
- Invoice approval and payment
- Assist in the development and implementation processes related to monthly accounting and closing, lender draws, and financial reporting
- Assist in budgeting and projection process
- Set up leases in Accounting System
- Responsible for CAM reconciliations, TI reconciliations, fee calculations and bank reconciliations
- Other duties as assigned

Experience Required

- Bachelor's Degree in Accounting
- Minimum of 7 years' relevant work experience
- Real estate accounting background is preferred
- CPA designation preferred, but not required
- Proficient in Yardi / MRI and Excel
- Excellent communication skills, both verbal and written

All candidates meeting the above qualifications should email their resume to: careers@caddis.com