



NEW POSITION OPENING
Real Estate Accountant/Business Administrator
Real Estate Development/Maintenance and Management Company
St. Cloud, Minnesota

Inventure Properties is a fast-growing Real Estate Development and Management company located in St. Cloud, MN developing office, medical, industrial, and retail projects. We are seeking a full-time individual that will be responsible for all accounting and office activities for multiple legal entities, the property portfolio and the property management and development company. Position responsibilities would include performance of cash and accrual management functions, general ledger accounting, and financial reporting. Create new and utilize established accounting principles while working under limited supervision.

OVERALL RESPONSIBILITIES:

Manage and coordinate the office functions for a small close-knit office setting.

Prepare asset, liability, capital, revenue and expense account entries by compiling and analyzing account information, processing billings and entering invoices.

Recommend financial actions by analyzing accounting options.

Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

Substantiate financial transaction by auditing documents.

Maintain accounting controls by preparing and recommending policies and procedures.

Reconcile financial discrepancies by collecting and analyzing account information.

Maintain financial security by following internal control procedures.

Answer accounting procedure questions by researching and interpreting accounting policy and regulations.

Comply with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions

Prepare financial reports by collecting, analyzing, and summarizing account information and trends.

Maintain owner and investor confidence and protects operations by keeping financial information confidential.

Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks, and participating in professional societies.

Assist in the preparation of contracts and leases and, once implemented, track lease compliance, including rent increases, etc.

Input and manage maintenance work orders that come in through via our website or directly from tenants.

Assist in preparation of subcontractor and vendor subcontracts and purchase orders.

Manage service billings for work performed by Inventure Facilities Management to ensure billings to partnerships are accurate and profitability is being maintained.

In order to succeed in this position, you will:

- Create financial and administrative systems and controls to ensure that customers, investors and owners experience meets Company expectations.
- Complete intermediate to advanced level accounting transactions in preparation of client financial statement packages. Create and post journal entries.
- Ensure that all expenses, receipts, owner's distributions, funding requests and other transactions for the accounting period have been accurately posted.
- Generate and review financial packages for accuracy and comprehensive reporting.
- Prepare monthly and annual reporting packages on a schedule to ensure timely delivery to the client and other management teams. Adhere to Real Estate Accounting Policies and Procedures to ensure internal and external reporting requirements are consistently met.
- Review and audit funding and payment requests for accuracy, documentation and authorization in accordance with established operating procedures.
- Respond to and resolve issues and requests from management teams and clients regarding various accounting issues and reports, including Profit and Loss statements.
- Research open accounting issues and recognizes potential issues and/or conflicts so corrective action can intercept and minimize issues.
- Participate in budgeting and forecasting for assigned property portfolio, new property and client transitions, and client audit requests.
- Manage existing lease details (e.g. rent increases, lease compliance, etc.) and assist in the drafting of new leases.

- Assist in training team members on portfolio specific transitions. Monitor scope of services delivered and provides feedback to manager regarding any changes in scope.
- Coordinate insurance renewals and ensure that builder's risk and general liability insurance are properly engaged as appropriate.
- Prepare annual work papers for designated properties for audit and tax purposes
Coordinate year-end activity, including full-year CAM reconciliations and support for SHPO certifications and cost segregation information.
- Demonstrate ability to work under pressure and successfully met deadlines.
- Proven interpersonal skills and ability to communicate both in writing and verbally to individuals and groups.
- Ability to handle shifting and multiple priorities in a fast paced, growth environment.
- Ability and experience of working with diverse groups, i.e. staff, residents, outside contacts.
- Share commitment to the companies' goals and philosophy.
- Proven ability to work with diverse groups in cooperative problem solving and consensus building.
- Timely and accurate.

No formal supervisory responsibilities in this position. May provide informal assistance such as technical guidance and/or portfolio-specific training to co-workers.

QUALIFICATIONS

To be considered for this role, you will need:

Degree from a four-year college or university program with an emphasis in accounting, finance or related field required. A minimum of two years prior accounting, finance or related real estate experience required.

Experience with real estate accounting software preferred.

Excellent written and verbal communication skills. Strong organizational and analytical skills.
Ability to provide efficient, timely, reliable and courteous service to customers.
Ability to effectively present information.

Requires intermediate knowledge of Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards Board (FASB) regulations including an intermediate knowledge of financial terms and principles to include accounting methods (cash, accrual, and full GAAP).

Ability to calculate intermediate figures such as percentages, discounts, and/or commissions.
Conducts intermediate financial analysis. Ability to comprehend, analyze, and interpret complex documents. Ability to solve problems involving several options in situations.
Requires intermediate analytical and quantitative skills.

Intermediate knowledge of computer software and hardware (i.e. Microsoft Office Suite Products). Ability to work in multiple accounting software applications.

Decisions made with general understanding of procedures and company policies to achieve set results and deadlines. Responsible for setting own project deadlines.

The desire and ability to make a difference.

CONTACT

Qualified and interested applicants should send their resume' to both jschleper@inventreproperties.com and hhelmbrecht@boserconstruction.com, along with a 150-word or less answer to the question "Why do I think I am uniquely qualified for this new position?" We look forward to your replies and finding our newest teammate!