

Our Mission

To manage and develop properties that empower the communities we serve. Promoting excellence and an ethical, dynamic and rewarding work environment for our fellow employees, while creating value for our clients, partners and investors.

Our Vision

A world where underserved communities have home-grown leadership, self-representation, safety and unprecedented opportunity and access.

Our Brand

A proactive leader and socially conscious urban real estate brand that unites, empowers, and inspires communities to achieve their highest potential.

Our Values

- We believe in leading by example and in delivering results with integrity, excellence, and urgency.
- We believe in working only on projects that are truly important and meaningful to us and the communities we serve.
- We believe that our greatest strength lies in our people, in their wellbeing and in their ongoing personal and professional development.
- We believe in having the honesty to admit when we are wrong and in the courage to change.
- We believe our community involvement enables us to actively live our company's values and communicate the spirit of our brand.

Role Value Proposition

Led by a collaborative group of individuals who largely come from the communities we are proud to serve, over the past 30+ years, Primestor has led a culture that values the team over the individual. As an established pioneer in its space, Primestor's work ethic is very strong because we love what we do, and we are intimately in touch with the impact of our work. Situated in an open environment, every member of our team is part of that driving force of change and success. We have a progressive culture of inclusion and open-mindedness; open about how things are done while balancing a clear measurable goals culture and constantly adaptive approaches. We place a premium on personal autonomy, ideas, and cultural fit with a keen awareness of inclusivity, diversity, and sustainability.



Senior Property Accountant

Job Location: Culver City

Reports to: Assistant Controller

Position Type: Exempt

Position Summary:

A Primestor is a vertically integrated real estate company focused on creating value in communities through investment, development, and operations. The Senior Property Accountant is responsible for the management and execution of property level accounting and financial analysis for assigned portfolio. Job responsibilities include management of direct reports, review and approval of property level and special purpose entity financial statements, assisting with budget preparation, review and approval of the CAM budgeting and reconciliation process, and special projects.

Key Responsibilities:

- Responsible for the property level accounting functions and financial reporting for assigned portfolio. Accounting and financial reporting is performed in accordance with Generally Accepted Accounting Principles (GAAP).
- Prepare month-end property level financial statements, special purpose entity financial statements, straight line rent calculations, reconciliations and analysis, month-end accruals, journal entries, variance analysis, budget calculations, CAM estimates, annual reconciliations, tenant billings and other property level accounting functions.
- Perform budget-to-actual analysis, including preparation of monthly and quarterly reporting packages with supporting schedules of balance sheet accounts and explanations of significant variances in income statement accounts.
- Maintain and reconcile general ledger and balance sheet accounts to ensure accuracy and completeness.
- Assist with the annual budgeting and monthly forecasting process; provide input during budget review meetings to ensure accuracy and alignment with organizational goals.
- Review annual CAM reconciliations for the assigned portfolio; ensure accuracy and timely completion in accordance with company deadlines.
- Coordinate with Asset Management, Property Management, and other departments to ensure that property-level budgets are prepared accurately and submitted within required timeframes.
- Prepare documentation and schedules for external auditors in support of annual audit and tax requirements.
- Assist with corporate-level portfolio analysis, including allowance for doubtful accounts, asset retirement obligations, lease incentive accounting, and other accounting matters.
- Contribute to process improvement initiatives, identifying efficiencies in property accounting and reporting.

Other Duties:

- Provide superior, cooperative, and excellent client interface and service.
- Contribute to the growth of the Company.
- The description noted above is not designed to cover all activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.
- Enhance, cultivate, and add meaning in your own professional and personal skills.

Required:

- Bachelor's degree in accounting or in any similar field
- Must have strong accounting skills with in-depth knowledge of US GAAP and real estate accounting.
- Must have strong analytical ability: understands details as well as big picture; provides meaningful conclusions.
- Must have strong management and supervisory skills; able to provide results under tight deadlines.
- Must have experience with operating budgets, financial reporting, monthly variance analytics, A/P, A/R, Bank Reconciliation and CAM processes.
- Must possess strong verbal, written and reading comprehension skills and be able to communicate effectively.
- Must be self-directed, motivated, analytical, logical in problem solving and focused on continuous improvement.
- Highly proficient in Excel and proficiency in Microsoft Word
- Minimum of 7 years' experience in property management utilizing property management accounting software systems, preferably Yardi Voyager

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to handle objects or equipment; reach with hands and arms. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to; sit, climb or balance; stoop, kneel or crouch.

The employee must regularly lift and/or move up to [50] pounds, frequently lift and/or move up to [75] pounds and occasionally lift and/or move up to [100] pounds. Specific vision abilities required for this job include the ability to adjust focus, as well as the ability to maintain close vision, distance vision, peripheral vision, and depth perception.

The employee is occasionally exposed to moving mechanical parts, high precarious places, fumes or airborne particles, toxic chemicals, and outside weather conditions.



Benefits:

Primestor offers a competitive salary and benefits package, including health insurance, 401k plan, and opportunities for professional development. Joining our team means being part of a company that is shaping the future of urban redevelopment while making a positive impact on communities. In-office work environment with hybrid capabilities and regular site visits and consultant team meetings.

Primestor is an equal opportunity employer dedicated to diversity and inclusion in the workplace. We welcome applications from individuals of all backgrounds and experience.

Salary:

- Salary (\$90,000 to \$105,000+) depending on qualifications and experience.
 - *The salary listed is an estimate and not guaranteed. A salary offer will vary based on applicant education, experience, skills, abilities, and alignment to market data.*

Please email your resume to:
careers@primestor.com