



**MELVIN MARK**  
EST. 1945

# JOB POSTING

**JOB TITLE: Staff Accountant**

EXEMPT       NON-EXEMPT

**DEPARTMENT: Accounting**

**SALARY: DOE**

**REPORTS TO: Executive VP of Finance**

**POSTED: April 2022**

## ABOUT MELVIN MARK COMPANIES

Melvin Mark Companies has developed, owned, and managed property in Portland since 1945. Along with a current portfolio of more than 3.7 million square feet of commercial space in the Metro area, we also provide a full range of commercial real estate services for landlords and tenants. Our companies include Melvin Mark Capital Group, Melvin Mark Construction Company, and Melvin Mark Brokerage Company.

We have a respected reputation in the community; we are regarded as both a great place to work and for our philanthropic endeavors. We offer a competitive benefits package which includes medical/dental/vision, professional development, parking, an annual TriMet pass and much, much more! Are you interested in bringing your talents to one of the leading commercial real estate firms in Portland? Be sure to check us out at [www.melvinmark.com](http://www.melvinmark.com).

## JOB SUMMARY

The following job profile is designed to summarize certain essential information about a job or job category. It is not designed to be a comprehensive or detailed task list for any particular job or job category. This job or job category may have individual or multiple incumbents, each of whom may perform somewhat different specific job duties or tasks consistent with the general function of the job. Incumbents may be required to perform duties or support functions other than those listed on this job profile as needed. A job profile may be amended at any time with or without notice.

The Staff Accountant is a vital team member who enhances the Company's mission and core values by delivering quality and timely accounting services to our customers. The Staff Accountant is responsible for processing business activity through the general ledger to the financial statements for a portfolio of properties and related financial entities. This position accounts for customers who require complex accrual or GAAP basis financial accounting with complex financial reporting requirements.

## ESSENTIAL FUNCTIONS / PRIMARY RESPONSIBILITIES

Describe the key responsibilities of the job. Include the *essential functions* for which the job is accountable and denote with an asterisk. Essential functions are the core elements of the job which are specific and unique to this position and when removed changes the nature of the job itself.

- Review and interpret financial reporting requirements and accounting regulations relating to accounting tasks and internal controls
- Assist in the set-up of accounting systems, and financial reports for new properties and/or customers
- Review and approve accounts payables/ disbursements, maintain cash balances in accordance with customer requirements and prepare transfers, wires and funding requests
- Prepare, review, and assist with timely annual expense recovery reconciliations and estimated tenant billings. Interact and respond to tenant and customer inquiries
- Perform lease administration through tenant database changes, unit square footage updates, CPI adjustments, review of tenant ledgers, tickler files, and rent rolls
- Maintain and track budgeted and actual construction job costs, change orders, tenant improvement allowances as part of job management including opening and closing jobs
- Assist with managing City of Portland Facilities Permit Program and monitoring permits

- Track and calculate construction fees, bank draws and related tenant billings as part of job management
- Reconcile general ledger accounts with supporting schedules on a monthly basis and prepare journal entries as appropriate
- Review and record parking charges, related journal entries and prepare monthly parking reports
- Complete month-end process including timely financial packages for internal and external customers
- Analyze the variance activity between budget and actual performance and prepare variance notes
- Prepare bank reconciliations for portfolio of accounts
- Prepare annual budgets, audit packages, tax packages and provide lender reports as required
- Additional duties as assigned by the Executive Vice President of Finance and other leaders of the organization

## CORE COMPETENCIES

Describe the core competencies of this job. Include the *key characteristics or competencies* which are required to achieve success in this job.

- Independent, self-starter, team player with the ability to build consensus and effective relationships in a cohesive business environment
- Provides high degree of professional customer service to both internal and external parties
- Excellent communication, inter-personal and excellent telephone skills
- Able to work comfortably under pressure, deal with multiple deadlines, effectively handle stressful situations, deal intuitively with situations, and work with minimal direction/supervision
- Excellent analytical and problem-solving skills

## KNOWLEDGE / EXPERIENCE / EDUCATIONAL REQUIREMENTS

- Thorough knowledge of accrual and GAAP basis accounting
- Excellent computer skills with a high degree of proficiency in Excel, Word, and other accounting software
- Working experience with Yardi Voyager or similar application is preferred
- Minimum of 5 years' experience as an accountant performing general ledger and financial reporting functions
- A Bachelor's degree in Accounting or Finance is required
- Previous commercial real estate property management and construction accounting experience is preferred

## JOB CONDITIONS

This position must be able to remain in a stationary position 75% of the time. The job requires constant operation of a computer and other office equipment. Must be able to assess large amounts of data using a variety of software applications and communicate clearly and concisely with tenants and vendors. This job may work from home up to 50% of the time based on standard working hours per week.

## HOW TO APPLY

Please send resumes and cover letters to:

**Kim Barnett, VP of Human Resources**

[kbarnett@melvinmark.com](mailto:kbarnett@melvinmark.com) - No phone calls, please

Melvin Mark Companies provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements Melvin Mark Companies complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placements, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Melvin Mark Companies expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.