



Property Accountant

HP Investors is a private real estate investment firm focused on the acquisition, development and management of retail, office and infill mixed-use properties in select West Coast markets. Founded in 2010, the Company continues to aggressively grow its platform and is currently seeking a Accountant to support its growth. The position is located in the firm's San Diego headquarters.

Primary responsibilities include:

- Prepares and distributes monthly and quarterly financial statements and required schedules within prescribed deadlines.
- Reconciles balance sheet accounts monthly and prepares variance analyses on a quarterly basis.
- Process invoices for payment on a weekly basis.
- Prepares annual CAM reconciliations.
- Understands basic Accounting principles and is able to apply them to day-to-day responsibilities.
- Works closely with Property Management to monitor tenant accounts and respond to inquiries.
- Assists with annual budget process.
- Generates monthly and quarterly journal entries.
- Supports other Asset Management and Acquisitions group by updating financial analysis, researching real estate information, and other tasks as needed.

Requirements include:

- BA/BS in accounting, finance, economics or closely related field is required.
- Minimum of one year accounting experience, preferably in real estate or related industry.
- Experience with accounting software, preferably MRI, and proficiency with MS Office is required.
- Must have strong work ethic, detail oriented with strong verbal, analytical and follow-through skills.
- Strong interest in real estate industry