



STRATEGIC CAPITAL
PARTNERS

JOB OPENING

February 22, 2019

Property Accountant – Indianapolis, Indiana

This entry level property accounting position provides the opportunity to work with our property management teams, investment partner and tenants at our Parkwood Crossing and Lakefront at Keystone properties.

Requirements:

- Bachelor's degree in Accounting preferred
- One year of general Accounting experience required
- Real estate experience with knowledge of commercial real estate accounting software preferred but not necessary
- Intermediate to advanced skill level in Excel, Word, Outlook

Responsibilities:

- Review, approve and post tenant credit memos, security deposit refund invoices, non-recurring tenant billings and deliver to investment partner's accounting team for processing.
- Review and distribute monthly rental statements to tenants and correspond.
- Post tenant receivables and maintain Aged Delinquency reports on a weekly basis.
- Perform monthly bank reconciliations.
- Review accounts payable batches for coding and facilitate approval process.
- Compile and maintain property reports and project schedules including: Monthly accounting reports, financial statements and schedules, fixed assets, depreciation/amortization schedules, capital projects tracking, FinCash reporting and draw packages.
- Record journal entries, monthly accruals, prepayments and bad debt write offs.
- Provide financial input on annual budget process as needed.
- Assist with CAM reconciliations, annual audits, reviews and tax preparation as needed.

Pay is commensurate with job responsibilities and the individual's experience level. Strategic Capital Partners, LLC offers a competitive pay structure, including bonus, and a comprehensive benefits package. To apply, please send resume to Dina Randall, VP – Human Resources at drandall@strategiccapitalpartners.com or 8900 Keystone Crossing, Suite 100, Indianapolis, IN 46240.

About Strategic Capital Partners, LLC

Strategic Capital Partners, LLC (SCP) is a commercial real estate developer who invests in, develops, owns and operates properties in top tier submarkets in Charlotte, Cincinnati, Indianapolis, Nashville, Northern Virginia and Raleigh/Durham. SCP is the general partner in more than \$700 million of office, industrial, multi-family and student housing properties which total nearly six million square feet. The SCP team includes real estate professionals with many years of industry experience in private equity, development, banking, property management and brokerage including Gene Zink and Richard Horn who were both long-serving senior executives at Duke Realty (NYSE: DRE). For more information, please visit www.strategiccapitalpartners.com.