



Accountant – Real Estate Specialist Job Description

Department: Tax

Location: Salt Lake City office; not remote

Employment Type: Full-Time/Permanent

Benefits: Full-time benefited position

Compensation: \$55,000 - 75,000 Salaried (DOE)

Work Schedule: Generally, 5 days per week, Monday - Friday; 8:00 am – 5:00 pm. Saturdays and evenings as needed during tax season and deadline periods.

General Description

Under the general supervision of the Tax Senior Manager in the Salt Lake City office, this position is responsible for providing high-quality outsourced accounting services to multiple clients across a variety of industries, with a specific focus on real estate. The Accountant will manage core accounting functions, maintain accurate financial records, support monthly and year-end close activities, and deliver timely reporting and insights that help clients make informed business decisions. The ideal candidate has real estate accounting experience, is detail-oriented, organized, client-focused, and comfortable working across multiple engagements in a deadline-driven environment.

Work Environment and Success Factors

Success in this role requires strong client service, sound judgment, reliability, and the ability to balance accuracy with efficiency. The Accountant must be comfortable working in a fast-paced environment, adapting to different client needs, and collaborating with team members to deliver consistent, high-quality service.

Education and Experience

- Bachelor's degree in accounting, or a related field required
- 2+ years of accounting, bookkeeping, or outsourced/client-service accounting experience preferred.
- Experience with accounting software such as QuickBooks, Yardi, MRI, or similar platforms.
- Experience serving multiple clients in a public accounting firm, outsourced accounting practice, or shared services environment.
- Real estate accounting and tax preparation background preferred. Payroll, sales tax, or other compliance-related experience.
- CPA license is preferred. CPA track, certification, or other relevant professional credentials are a plus.

Minimum Qualifications (Necessary Knowledge, Skills and Abilities)

- Strong knowledge of general ledger accounting, financial reporting, and account reconciliation.
- Understanding of Real Estate industry, accounting for real estate rental operations, maintaining depreciation schedules, AJEs for property purchase and sale transactions.
- Familiarity with month-end close checklists, management reporting packages, and internal controls.
- Proficiency in Microsoft Excel and other Microsoft Office applications.
- Strong analytical, problem-solving, and organizational skills.
- Excellent verbal and written communication skills.
- Ability to build trusted client relationships and explain financial information clearly to non-accounting stakeholders.
- Ability to manage multiple deadlines and work independently with strong attention to detail.
- Commitment to confidentiality, accuracy, and responsive client service.

Special Qualifications

- Be able to pass a full pre-employment background check.
- Possess or be able to obtain a valid Utah Driver License.
- Be able to provide own means of transportation for attending meetings and other external job-related duties as needed.
- Be able to lift 30 pounds and be able to perform strenuous activities requiring flexibility and stamina, and overall good general health.
- Have a flexible schedule and be available for scheduled work in the evenings and/or on Saturdays and holidays during the busy tax preparation and deadline periods.

Key Responsibilities

- Review external bookkeepers' work to ensure accuracy, provide journal entries and other accounting support as needed.
- Support month-end and year-end close processes, ensuring accuracy, completeness, and adherence to deadlines.
- Compile monthly and annual financial statements and supporting schedules.
- Maintain client accounting records in compliance with applicable accounting standards, internal policies, and regulatory requirements.
- Coordinate with clients to gather documentation, answer questions, and communicate financial results and outstanding items.
- Support internal and external accountants, auditors, and tax professionals by preparing requested schedules and documentation.
- Identify process improvement opportunities and help implement more efficient accounting workflows and controls.
- Use accounting software and cloud-based tools to manage client engagements accurately and efficiently.
- Handle multiple clients and priorities while maintaining a high level of service and confidentiality.
- Attend all relevant training and firm meetings as requested.
- Perform other duties as assigned.