

## KENAFRIC PROPERTIES LIMITED

### EXCITING OPPORTUNITY

#### Position: **Accountant (Properties)**

We are currently seeking a detail-oriented and experienced **Accountant** to join our team. The Position holder will be responsible for managing and monitoring daily and periodic accounting operations for properties. S/he will ensure seamless financial operations of our property portfolio. This includes preparing, analyzing, and maintaining account records and transactions, such as credit memos, invoices, tenant billing, and collections. The incumbent will also assist in the preparation of documentation, lease renewals, audits, and filing processes.

#### **Key Responsibilities:**

- Maintain accurate and up to date records of tenants' rent, outstanding and Lease agreements
- Follow up with Tenants for the collection of monthly rents and deposits as per lease agreement
- Issue Invoices to the tenants
- Perform reconciliation between lease agreements, Revenue bookings and collection
- Conduct account reconciliation to verify tenant statements
- Perform daily accounting operations on properties
- Coordinate with maintenance team and ensure for correct costing and expenses
- Coordinate with the Legal team to ensure the lease documents are executed and stored for all future reference.
- Forecast and manage the cash flow requirements
- Accomplish general ledger entries and manage Bank and cash balances
- Analyze transactions and identify relevant accounting treatment
- Create journal entries to track all income statements and expenses
- Preparation of documents for annual audits and tax filing processes
- Ensure all accounting information and annual business plans are completed accurately and within a deadline.

#### **Qualifications:**

- Bachelor's degree in accounting, economics, finance, or a related field.
- Previous working experience as Property Accountant is must.
- Knowledge of maintenance of Property is added advantage.
- Knowledge in Accounting skills is must.
- Legal knowledge around properties is preferred.
- Strong computer skills (MS Office, Excel) and experience with accounting software like SAP.
- Excellent verbal and written communication abilities for collaboration and reporting.
- Strong analytical abilities for reviewing, analyzing, and forecasting financial records.
- Highly organized with the ability to manage multiple tasks and meet tight deadlines.
- Ability to manage and retrieve key documents like lease agreements and maintenance contracts efficiently.

Interested applicants can apply through the link below on or before 15<sup>th</sup> June,2024.

<https://airtable.com/appueLbMSPkE8Mzu6/pagVE61x7aK7leDYQ/form>

***Disclaimer: Please be aware that we do not require any form of payment from applicants at any stage of the recruitment process. Stay vigilant and avoid any fraudulent activities.***