



LSA Management
2132 Thrift Road
Suite A
Charlotte, NC 28208
lsamgmt.com

LSA is proud to be named one of top property management companies to provide affordable housing for the work force. *Cultivating the American Dream* is the purpose that binds the LSA team. At LSA, every day is an opportunity to make a difference in someone's life. Whether it is helping residents call one of our communities home, providing excellence in customer service, or championing our workforce, we are committed to creating an unforgettable experience as a great place to live, work and be.

OVERVIEW

The Role:

The Property Accountant will be responsible for completing the monthly and year-end close process, preparing the monthly financial statements, reconciling general ledger accounts and contributing to process improvements.

RESPONSIBILITIES

The incumbent in this role must possess a high degree of professionalism and positive engagement for our residents and the workforce.

Key Accountabilities

- **Accounting**
 - Assisting in the onboarding of currently outsourced residential property management accounting functions, including: Bank Reconciliation, Account Reconciliation, AP, Fixed Assets, Accruals, Debt Service, Monthly Close, and other G/L functions.
 - Serve as an accounting liaison to Property Management, Acquisitions, Asset Management, and other groups within the firm in order to facilitate collaboration and success for the accounting department.
 - Facilitates the accounting close process and creates monthly reporting packages and financial statements, currently prepared by third-party accounting firms.



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- Assists with ad hoc analysis, reporting, and special projects, as needed.
- **Community Relations + Customer Service**
 - Positive interaction and communication with communities regarding operational concerns, listing preparation and other tasks associated with acquiring related subjects.
 - Assist the team in creating and implementing systems that provides necessary services to property management, community personnel, or investor partners.

Physical Demands & Working Conditions

- The incumbent in this is classified as essential staff and is expected to report to work and adhere to all safety and business protocols established during the pandemic. Please be further advised that LSA does require temperature and symptom monitoring to assist the teams in minimizing risk of exposure.
- Frequent sitting
- Repetitive use of computer, keyboard, mouse, and phone
- Reading, comprehending, writing, performing calculations, communicating verbally.

QUALIFICATIONS

- Bachelor's Degree in Finance/Accounting or related field
- 3+ years of experience in property accounting
- Understanding of and experience in residential real estate accounting concepts and principles a plus, but not required.
- Must possess intermediate skill level of the Microsoft Office Suite (Word, Excel, PowerPoint), Yardi, Internet and email knowledge.
- Strong interpersonal skills as well as strong verbal and written communication skills required.
- Ability to interact effectively with senior executives, business vendors, community associates and investor contacts as needed.
- Ability to work well under time and other constraints.
- **Proof of Covid-19 vaccination is required to be employed by LSA**



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Diversity & Inclusion

LSA Capital is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have, and Diversity, equity, and inclusion (“DEI”) are at the very core of LSA’s operating and investment philosophy. We believe that bringing together people with diverse thoughts, backgrounds, talents, and experiences at all levels of our organization, including the executive team, enables us to proactively and creatively achieve our mission to enable opportunities for hard-working American families. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of our culture, our reputation and our achievements. We embrace and encourage our employees’ differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. Our organization’s diversity initiatives include—but are not limited to—our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.



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- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.