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| <b>Job Title:</b>        | <b>Accounting Manager</b>                  |
| <b>Location:</b>         | <b>Nashville, TN</b>                       |
| <b>Compensation:</b>     | <b>\$80,000 to \$85,000 annually</b>       |
| <b>Benefits Offered:</b> | <b>401K, Dental, Life, Medical, Vision</b> |
| <b>Employment Type:</b>  | <b>Full Time</b>                           |

**Essential Duties and Responsibilities** include but are not limited to the following:

- Responsible for maintaining the integrity and oversight of 515 corporate financials
- Audit/Quality Review of Lease entry and cash receipts
- Responsible for the review and control of the company's and client's policies and procedures
- Reviews financial statements for accuracy and completeness – 515 financials
- Responsible for providing leadership and the daily mentoring and supervision of the staff – guide and reviewing on daily and month end tasks
- Oversight of AP and AR function/staff
- Provide support and solutions for complex issues for AP and corporate accounting team
- Identify and assist Senior VP of Finance in implementation of strategic initiatives and identify and implement efficiencies across all clients
- Lead preparation of and review audit work papers – 515 financials
- Financial analysis – 515 financials
- Annual budget preparation for 515
- Assist with payroll as it relates to broker's commission tracking and submission to HR
- Assist with staffing of department
- Assist with HR related issues within department – non-healthcare
- Assist in coaching and career planning for department

**Qualifications:**

- B.S. in Accounting or six or more years of progressive work related experience
- Understands the Importance of the Tenant-Client-Manager-Vendor Relationships
- Previous supervisory experience strongly preferred
- Solid Customer Service and Interpersonal skills
- Attentive to Detail
- Trustworthy and preserves confidentiality

**Position Competencies:**

- **Service to Employees:** Treats other employees with respect and dignity and acts as a positive member of the team; establishes and maintains effective relationships
- **Service to Clients:** Provides high level of service to clients in all situations; strives to meet and exceed client expectations; establishes and maintains effective relationships
- **Service to Tenants:** Provides high level of service to tenants in all situations; strives to meet and exceed tenant expectations; establishes and maintains effective relationships
- **Composure:** Does not become defensive or irritated when times are tough; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted; is a settling influence in a crisis

- **Critical Thinking:** The ability to think using analysis, evaluation, problem solving, judgment, and the creative process; considering the full picture and impact of action and decisions
- **Effective Communication:** Able to clearly and succinctly communicate in a variety of settings and styles; can get messages across that have the desired effect

**Compensation:**

The Accounting Manager compensation will be commensurate with experience depending on experience and qualifications. This range is subject to local, state and regional dynamics and maybe adjusted up or down depending on market conditions.

**Physical Demands:**

- Requires extended hours to meet specific monthly or project related due dates

**Supervisory Responsibility:**

- Supervises the AP Specialist, AR Specialist and Corporate Staff Accountant

**Promotional Opportunity:**

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. To be considered, employees must have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

***This description is not all inclusive and duties will vary depending on assigned portfolio.***

**About Holladay Property Services:**

Holladay Properties is a full-scale land development, design/build and fully-integrated real estate company, as well as one of the largest medical office management firms in the country. Our medical division has a national reputation of excellence in MOB management and development of medical real estate assets for third-party owners and is an IREM Accredited Management Organization.

Employee Benefits include:

- Medical, dental, vision, 401K
- Casual Fridays
- Strengths based culture
- Employee development
- Community involvement
- Competitive compensation