



Real Estate Accounting Manager

Waypoint Real Estate, LLC – Fort Collins, CO

Who We Are

Waypoint Real Estate delivers commercial brokerage, property management, and investment services throughout Northern Colorado and Southern Wyoming. Our mission is simple yet powerful: to create meaningful impact for our team, for our clients, and for our community.

Our property management accounting team plays a pivotal role in delivering peace of mind to property owners by ensuring accurate, transparent, and timely financials that empower sound decision-making.

Why This Role Matters

As our Real Estate Accounting Manager, you'll lead the financial backbone of our property management operations. This role is central to maintaining trust with our owners, supporting informed strategic decisions, and ensuring the accuracy and integrity of all financial reporting.

What Makes This Role (and Waypoint) Different

At Waypoint, you're not just managing numbers, you're leading a highly engaged team and directly influencing the success of our commercial property portfolio. Unlike larger firms where accounting roles are segmented, you'll have oversight of the full financial picture: from property-level reporting to ownership entity accounting and capital account management.

You'll collaborate daily with property managers, asset managers, and leadership, seeing firsthand how your work impacts clients, tenants, and the community. This role is perfect for someone who thrives on variety, accountability, and hands-on leadership.

What You'll Do

Financial Management & Reporting

- Oversee month-end and year-end close processes for all managed properties.
- Prepare and review monthly financial statements, variance reports, and cash flow analyses.
- Ensure compliance with real estate accounting standards and lease accounting (ASC 842).
- Partner with property managers and asset management on annual budgeting and forecasting.
- Manage accounts payable, accounts receivable, and tenant billing processes.

Entity Accounting & Ownership Structure Management

- Maintain general ledger accounting for ownership entities and investment vehicles.
- Prepare consolidated financial statements for multiple entities and partnerships.
- Manage inter-company transactions, allocations, and debt accounting.
- Support acquisition/disposition accounting and capital account maintenance.

**Team Leadership & Development**

- Lead and mentor a team of 5 property accountants and 2 assistants.
- Provide training on real estate accounting principles, systems, and internal controls.
- Conduct performance evaluations and create professional growth opportunities.

Systems & Process Improvement

- Maintain and optimize RentManager (or similar) for efficiency and accuracy.
- Implement new processes, automation, and controls to improve reporting speed and quality.
- Ensure data integrity across all financial systems.

What You'll Bring

- Bachelor's degree in Accounting, Finance, or related field (Master's or MBA preferred).
- 5+ years of accounting experience (3+ years in commercial real estate).
- 2+ years in a supervisory/manager role.
- CPA certification preferred.
- Advanced Excel skills, strong knowledge of real estate accounting, CAM reconciliations, and lease accounting standards.

Compensation & Benefits

- Salary: \$90,000–\$100,000/year, commensurate with experience.
- Competitive benefits package and opportunities for career growth.

Complete our application at waypointre.com/open-positions and upload your cover letter and resume, or email iwantajob@waypointre.com with questions.