**Real Estate Accountant (with a focus on debtors)**

(Amsterdam, Fulltime)

**Key responsibilities:**

Real Estate Administrator roles:

* Correct, complete and timely processing of (changes in) rental contracts
* Manage existing property details in Horizon
* Ensure proper real estate reporting including upcoming lease events to Asset Managers
* Ensure correct, complete and timely indexation of all leases
* Initiate the rent roll process and ensure correct, complete and timely charging of outstanding balances
* Service charges process including settlements

Accounts Receivable roles:

* Manage invoicing process in Coda and Business Objects
* Service charge reconciliation and charging
* Manage the collection process
* Direct debits
* Reconciliation of Horizon charges to Coda, including vacancy postings
* Ensure correct, timely and complete processing of the above-mentioned activities
* Participation in the preparation of monthly, quarterly and year-end closings
* Effective support to the Finance Director
* Review mutations in creditor and bank master data management

Accounts payable roles:

* Scanning and posting of all incoming invoices including management of the CODA intray
* Follow up of internal approvals on incoming invoices / manage the workflow
* Prepare payment batches / recommendations
* Posting of all bank statements including the management of Crescendo
* Ensure correct, timely and complete processing of the above-mentioned activities
* Participation in the preparation of monthly, quarterly and year-end closings
* Effective support to the Finance Director

**Key performance indicators:**

* Correct, timely and complete accounting of above-mentioned processes
* Compliant with reporting requirements

**Working relationships:**

* Reporting to the Finance Director
* Real Estate Accountant
* Asset Manager
* Corporate Services (GRC, Group Control, IT)
* COFRA FWD office (if applicable)

**Minimum skill set:**

* Fluent in native language and proficient in English

If you are interested in this position, we look forward to receiving your application. Please email to: [edith.verbossen@redevco.com](file:///C%3A%5CUsers%5Cpriscilla.tomasoa%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CPWPLBONV%5Cedith.verbossen%40redevco.com)