



RR Donnelley India Outsource Pvt. Ltd.
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Corporate Identity No. : U30006TN1995PTC053395

Date 13th Jan 2025

Hiring Qualified / Semi Qualified CA for Property Accounting

About us: RRD GO Creative™, with more than three decades of expertise in business communications, marketing solutions, and digital productivity solutions, we successfully help reimagine customer experiences for companies. Our three pillars of Global Brand Solutions, Smart Work Solutions, and Technology & Innovation Services transform the way businesses work for customers, building strong brand loyalty.

Our 8,000 experts in 42 locations work across various industries to co-create a future-ready business landscape. We adopt a consultative approach to digitizing every aspect of the Customer Journey so you can effectively translate a strategic vision of expansion and efficiency into a superior Customer Experience. We help you effectively address customer needs so you can make Customer Experience your competitive differentiator.

Role Description: To work on US GAAP based General Ledger real estate accounting process. Analyze General Ledgers for Expenses and Incomes for preparation of Month, quarter & year-end activities. Participate in client calls & provide training to the team members. Deliver the assigned project with high quality in the prescribed turnaround time.

Job Title: Senior Property Accountant, Chennai

Essential Qualifications: Chartered Accountants (Both Semi Qualified or Qualified can apply).

Technical Qualifications: Knowledge in MS-Office (Excel & Word)

Work Schedule: 8:30 PM to 5:30 AM

Salary and Benefits: As per Industry Standards

In this role you will be responsible for:

1. Primary point of contact for the clients for day-to-day accounting activities
2. Complete, review and research property management transactions, including schedule charges and billing adjustments
3. Maintain and review Rent Roll, Tenant Ledger, Aged Delinquency, and Lease Expiration reports monthly
4. Maintain and review cash/accrual/tax/GAAP based property general ledgers, balance sheets and income statements, including preparing and recording journal entries as needed
5. Prepare and distribute monthly financial reporting packages, variance reports and all other additional schedules as required by the client.
6. Reconcile transaction discrepancies by collecting and analyzing bank account information
7. Reconcile all balance sheet accounts and examine all general ledger accounts for accuracy and make corrections as needed monthly
8. Review and fully understand the CAM Reconciliation process.
9. Work closely with the property management team to support and review annual operating budgets
10. Review AP invoices for accurate coding and proper documentation prior to posting
11. Review daily Cash Receipt batches for proper documentation and correct application prior to posting
12. Monitor all cash requirements
13. Provide ownership funding requests/cash distributions as required
14. Should take complete ownership on handling the assigned property queries & work closely with the property manager & Onshore accountants

SPOC Details:

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