



Accounting Manager

Harrisonburg, VA | Full-Time | In-Person

About the Role

Priority Property Management (PPM) is growing. We are adding an **Accounting Manager** to strengthen our accounting and trust operations as we continue to scale our residential, commercial, and maintenance divisions.

This role is ideal for a detail-oriented accounting professional who thrives in a trust-based, service-driven environment and enjoys partnering with operations teams to ensure accuracy, compliance, and financial clarity. The Accounting Manager plays a critical role in stewarding client funds, supporting operational teams, and leading accounting staff within an EOS-run organization.

Key Responsibilities

Accounting Leadership

- Lead, manage, and hold accountable the Accounting Specialist and Accounts Payable Specialist.
- Maintain accounting processes, checklists, and internal controls aligned with EOS best practices.
- Participate in weekly L10 meetings and contribute to accounting scorecards and IDS discussions.
- Serve as a financial partner to Residential, Commercial, and Maintenance teams.

Residential Accounting (Primary)

- Oversee monthly trust account reconciliations for residential portfolios.
- Review and approve security deposit activity for accuracy and regulatory compliance.
- Monitor tenant ledgers and resolve exceptions or discrepancies.
- Oversee trust disbursements including owner draws, refunds, and vendor payments.
- Manage unclaimed property tracking and state reporting requirements.
- Support residential month-end close and owner statement accuracy.

Commercial Accounting

- Prepare annual CAM budgets in collaboration with the commercial team.
- Complete annual CAM reconciliations and support tenant billings.
- Review monthly CAM activity and assist with financial inquiries.
- Support lease financial abstraction related to CAM, escalations, and reimbursements as well as other Commercial facing accounting tasks.

Maintenance Division Accounting Support

- Support development of accounting workflows for the Maintenance Division.
- Ensure accurate billing of maintenance labor, materials, and markups.
- Review work orders for proper cost allocation and billable completeness.
- Track maintenance profitability and provide reporting to leadership.
- Ensure maintenance activity integrates correctly with trust accounting.

Banking, Vendor & Payroll Oversight

- Oversee vendor setup, W-9 collection, insurance verification, and ACH banking information.
- Manage trust banking functions including ACH setup, positive pay, and account transfers.
- Process biweekly payroll for remote team members.
- Track PTO and sick balances and maintain employee files.

What You Bring

Leadership & Professional Skills

- Experience leading or mentoring accounting staff.
- High integrity and discretion, strong communication skills and attention to detail.
- A strong sense of ownership, accountability, and stewardship over client funds.
- The ability to manage multiple priorities with accuracy and follow-through.
- A collaborative mindset with a service-oriented approach to internal teams and clients.
- Comfort working within structured systems while helping improve and refine them.
- Comfort with technology, property management systems, and tools that support automation and efficiency including AI.

Technical & Accounting Skills

- Trust accounting and bank reconciliation expertise
- Understanding of security deposit compliance and escrow handling
- CAM accounting fundamentals (budgets, reconciliations, allocations)
- Strong cash control and internal control mindset
- Payroll processing and payroll review experience
- Vendor management and 1099 awareness

Why Join Priority Property Management

At Priority Property Management, we're committed to more than just managing properties, we're here to steward well, serve people, and build a team culture where everyone thrives. You'll be joining a mission-driven organization that values:

Our Core Values

- **Steward Well:** We take full responsibility for setting clear expectations with our clients and meeting those standards with excellence.
- **Own It:** We take initiative, follow through, and hold ourselves accountable.
- **Support Each Other:** We lead with kindness and celebrate each other's wins.
- **Serve Others:** We put the needs of residents, clients, and our community first.
- **Anticipate:** We use our experience to proactively solve problems before they arise.

Compensation & Benefits

- Full-time salaried position, paid monthly
- Paid Time Off:
 - 11 Paid Holidays
 - 5 Paid Sick Days
- Vacation: 5 days in Year 1, increasing to 20 days after Year 5
- Training, leadership development, and growth opportunities

Location

- This role is based in Harrisonburg, Virginia. Local candidates or those willing to relocate are preferred.

Ready to Apply?

If you're ready to lead, serve, and grow in a company that puts people and stewardship first, we'd love to hear from you. Send resume to [**jobs@ChoosePriority.com**](mailto:jobs@ChoosePriority.com).