



## **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, including trust accounting, as we continue to scale our residential, commercial, and maintenance divisions.

This role is ideal for an accounting professional who thrives in a service-driven environment and enjoys partnering with operations teams. The Accounting Manager stewards client funds, ensures the accuracy and compliance of our trust accounting, and leads the accounting team within our EOS-run organization.

### **Key Responsibilities**

#### **Accounting Leadership**

- Lead and hold accountable the accounting team, aligned with EOS best practices, including weekly L10 meetings, scorecards, and IDS discussions.
- Maintain accounting processes, checklists, and internal controls.
- Serve as a financial partner to Residential, Commercial, and Maintenance teams.

#### **Residential Accounting (Primary)**

- Ensure the accuracy and integrity of residential trust accounting, from monthly reconciliations and disbursements through month-end close and owner statements.
- Oversee security deposits and tenant ledgers, resolving exceptions and ensuring regulatory compliance.
- Manage unclaimed property tracking and state reporting requirements.

#### **Commercial Accounting**

- Manage the annual CAM cycle in partnership with the commercial team, including budgets, monthly review, reconciliations, and tenant billing.
- Support lease financial abstraction (CAM, escalations, and reimbursements) and other commercial-facing accounting needs.

### **Maintenance Division Accounting Support**

- Support the development of accounting workflows for the Maintenance Division, ensuring they integrate accurately with trust accounting.
- Ensure maintenance labor, materials, and markups are billed accurately and completely, with work orders reviewed for proper cost allocation.
- Track maintenance profitability and report results to leadership.

### **Banking, Vendor & Payroll Oversight**

- Oversee vendor setup and compliance, including tax, insurance, and banking documentation.
- Manage trust banking, including ACH, positive pay, and account transfers.
- Oversee payroll and employee records.

### **What You Bring**

#### **Leadership & Professional Skills**

- Experience leading or mentoring accounting staff.
- High integrity and discretion, with strong communication skills.
- The ability to manage competing priorities across multiple divisions.
- Comfort working within structured systems and technology, including property management software and AI-enabled tools, while helping improve and refine them.

#### **Technical & Accounting Skills**

- Trust accounting and bank reconciliation expertise, including security deposit and escrow compliance
- CAM accounting fundamentals (budgets, reconciliations, allocations)
- Payroll and vendor management experience, including 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.

#### **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
  - Salary range (dependent upon experience) \$70,000 - \$90,000
- 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

### **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).