



## **Job Description: Agent Accountant**

Department: Accounting & Finance

Reports To: Controller

Location: Houston, Texas

### Job Summary

Argent is seeking a highly motivated and detail-oriented Agent Accountant to oversee tenant invoicing, collections, and various accounting functions for our growing portfolio of properties. This position requires a strong understanding of accounting principles and a commitment to ensuring accurate and timely financial reporting.

### Key Responsibilities

#### Tenant Invoicing & Collections:

- Manage the entire tenant billing process, including rent invoicing, late fees, and other charges.
- Process tenant payments and maintain accurate records.
- Proactively follow up on past-due accounts and ensure timely rent collection.

#### General Ledger & Reconciliation:

- Maintain accurate general ledgers, accounts payable, and accounts receivable for assigned properties.
- Reconcile bank statements and ensure all financial records are accurate and up-to-date.
- Prepare monthly and quarterly reports for management review.

#### Financial Reporting & Analysis:

- Assist with the preparation of financial reports, such as income statements and balance sheets.
- Analyze financial data to identify trends and provide insights to support property management decisions.

#### Property Management Support:

- Assist the Property Manager with budgeting, forecasting, and other financial tasks.
- Maintain open communication with tenants and vendors regarding financial matters.
- Stay up-to-date on industry trends and best practices in property management accounting.

#### HOA Accounting:

- While Argent currently utilizes an external accountant for HOA accounting, this position may be expanded in the future to include these responsibilities. The successful candidate will be kept



informed of this potential change and will have the opportunity to demonstrate their qualifications for taking on these additional duties as Argent reevaluates its HOA accounting strategy.

**Required Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field (CPA preferred).
- 2+ years of experience in property management accounting or a similar role.
- Strong understanding of Generally Accepted Accounting Principles (GAAP).
- Proficient in accounting software systems (experience with [Specific software used at Argent] is a plus).
- Excellent analytical and problem-solving skills.
- Strong attention to detail and commitment to accuracy.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

**Benefits:**

Argent offers a competitive benefits package, including health insurance, dental insurance, vision insurance, and paid time off.

**To Apply:**

Interested candidates should submit their resume and cover letter to [rciv@dcpartnersusa.com](mailto:rciv@dcpartnersusa.com) and CC [parel@dcpartnersusa.com](mailto:parel@dcpartnersusa.com)