

STRATA ACCOUNTANT JOB DESCRIPTION

JOB PURPOSE

Department

Operations

Reports to

Client Success Leader

Overview

A Strata Accountant is responsible for the end-to-end financial management of small to medium properties, while supporting senior accountants or managers on larger portfolios. This role requires a high level of independence, strong attention to detail, and the ability to think critically when reviewing transactions, resolving discrepancies, and ensuring accurate financial outcomes across multiple Owners Corporations.

KEY RESPONSIBILITIES

- Manage end-to-end accounting for small to medium Owners Corporations, including invoicing, receipting, and reconciliations
- Support the accounting function for larger properties, working alongside senior accountants and managers
- Assist in processing supplier invoices, ensuring correct coding and allocation based on budgets and cost centres
- Handle end-of-month management fee remittances
- Prepare and issue levy notices, ensuring accuracy and alignment with approved budgets
- Perform receipting and allocation of owner payments, identifying and resolving discrepancies
- Complete bank reconciliations across multiple trust accounts and investigate variances
- Assist in preparing financial reports, budgets, and income & expenditure statements
- Assist with BAS and tax reporting requirements
- Monitor arrears and take initiative in flagging issues or recommending next steps
- Manage financial onboarding and offboarding of schemes
- Liaise with Owners Corporation Managers to clarify financial matters and approvals
- Maintain accurate and well-organised records within the accounting system (e.g. Urbanise or similar)
- Ensure compliance with trust accounting regulations and internal procedures
- Support end-of-month and end-of-year processes, including audit preparation
- Apply critical thinking when reviewing transactions, identifying inconsistencies, and resolving issues independently
- Communicate effectively with clients, owners, and contractors on financial matters
- Perform other accounting and administrative duties as required from time to time

JOB SKILLS AND REQUIREMENTS

- ✓ Intermediate MS Office skills, especially in Excel (sorting, filtering, basic formulas)
- ✓ Accounting or bookkeeping background (formal qualification preferred but not required)
- ✓ Experience in property, strata, or trust accounting is highly regarded



- ✓ Can use technology to communicate and perform tasks
- ✓ Strong understanding of basic accounting principles (AP/AR, reconciliations, journals)
- ✓ Ability to manage end-to-end tasks independently for assigned properties
- ✓ High attention to detail with strong accuracy in data entry and financial records
- ✓ Strong critical thinking and problem-solving skills, with the ability to investigate and resolve discrepancies
- ✓ Clear and professional communication skills (written and verbal)
- ✓ Organised and process-driven, with good documentation habits
- ✓ Proactive and takes ownership of tasks, not just follows instructions
- ✓ Ability to work both independently and as part of a team

TECHNICAL REQUIREMENTS

- ✓ Reliable desktop or laptop (minimum Intel Core i3 or equivalent)
- ✓ At least 8GB RAM and 256GB available storage
- ✓ Windows 10 or later
- ✓ Stable internet connection (50 Mbps or higher)
- ✓ Headset with noise-cancellation microphone
- ✓ Webcam for meetings and training
- ✓ Ability to install remote access and work-related applications
- ✓ Access to Microsoft Office, PDF editor, email, & communication tools (Outlook, Word, Excel)
- ✓ Quiet and dedicated workspace with reliable electricity

Team Engagement, Development & Retention

- Inspires and engages colleagues to maximise productivity and effectiveness
- Develop a positive work environment
- Promotes automation and efficiency
- Initiative to learn, grow and stay with the team

COMPANY VALUES

Mantra: Elevating Employee Opportunities

Core Values:

- L**ove what you do
- E**xpect to go above & beyond
- A**ct transparently (be honest and have integrity)
- R**un with your common sense
- N**ever accept the status quo (find a better way)

To summarise, it is not the intent by way of this Job Description to limit the flexibility required, scope or responsibilities of this role, but to highlight the most important aspects of your position.

