



## Property Management Accountant (f/m/x)

### **Befimmo at a glance**

For more than 30 years, Befimmo has been developing a high-quality, high-performance portfolio consisting mainly of offices, mixed-use buildings and coworking spaces.

Befimmo's value creation priority is to provide stimulating, integrated, hybrid and sustainable living and working spaces that respond to the main trends that are already shaping tomorrow's world.

Sustainability criteria have become a natural extension of this strategy and drive us to innovate.

### **Your function :**

Reporting to the GL&PM Accounting Coordinator:

- You manage tasks relating to common charges and general accounting for a portfolio of office buildings owned by one of Befimmo's subsidiaries
- You are in charge of the various accounting documents for the preparation of common service charge statements.
- You are responsible for reconciling supplier invoices and payments and for administrative follow-up in the context of relations with suppliers and the invoice approval and payment cycle.
- You actively contribute to the closing process to ensure that closing deadlines are met.

### **Your main activities :**

- > You enter supplier invoices and credit notes in compliance with legal and analytical requirements and scrupulously follow the allocation keys for buildings and tenants;
- > You reconcile invoices with purchase orders/contracts and check existing contracts as well as any new ones created, reporting any errors found;
- > You check the supplier invoice approval cycle & actively contribute to the smooth running of invoice approvals;
- > You check and follow up disputed invoices;
- > You help monitor bank confirmation requests
- > You are responsible for monitoring supplier payment reminders;
- > You are responsible for managing the "Accounting" and "E-invoice" mailboxes;
- > You reconcile invoices with supplier payments;
- > You are involved in preparing weekly payments;
- > You check the "article 30 bis" deductions;
- > You regularly justify and monitor the open supplier balance;
- > You check the statement of charges to ensure that they are correctly allocated to the accounts, key, coverage period, etc.;
- > You draw up annual expense statements on time and make the related adjusting entries;
- > You post bank statements linked to supplier payments via coda files;



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### Sustainability policy :

By joining Befimmo, you will be joining a company that cares about its impact on the environment and society. You will therefore be keen to play an active role in its ESG policy.

### Your profile:

- Higher degree in accounting or equivalent through experience
- At least 2 years' professional experience in a similar role, ideally in property or rental management.

### Your other skills :

- Perfect command of FR with a good knowledge of NL & UK;
- Proficiency in MS Office tools, particularly Excel;
- Great ease of contact with all types of people, strong "customer" orientation;
- Knowledge of Adfinity is a nice to have;
- Your softskills: proactivity, anticipation, pragmatism, autonomy, resourcefulness, team spirit

### Want to join us ?

We look forward to receiving your application at [jobs@befimmo.be](mailto:jobs@befimmo.be).