

Property Management Sector

Entry Level

- Junior-level accounting
- Basic bookkeeping
- Transactions related to record revenues
- Transaction processing
- Revenue/expense allocation

Intermediate Level

- Supervise staff
- Responsible for financial statements and forecasts
- Prepare financial statements
- Manage investments and cash flow
- Involved with budgeting and project planning
- Responsible for several properties involving significant amounts of money
- Detailed analysis and preparation of financial budgets
- Cash management and investment

Senior Level

- Trains and manages staff
- Responsible for managing numerous properties, including commercial, industrial, and residential