

SENIOR ACCOUNTANT

Overview:

The senior accountant position involves a combination of “hands on” activities and leadership responsibility for some accounting processes. The position has direct responsibility for proper accounting of several managed funds (asset value > \$300 million) as well as interacting with others in the accounting group, field operations and senior management to provide timely processing, information, analyses for action and reporting. The need for this position is being driven by company growth and the person will report to Corporate Controller. The accounting systems cover more than 30 business units that combine into ten audited entities.

Position Activities:

- Prepare accounting entries, such as journal transactions, and supporting worksheets.
- Review transactions from other systems feeding the general ledger for accuracy.
- Coordinate with other accounting personnel regarding coding, processing and approval of disbursements, receipts and entry to the accounting system.
- Prepare financial sections of quarterly and annual reports to investors for assigned funds.
- Oversee accounting and processing for property tax payments and appeals.
- Liaise with internal and external personnel such as portfolio managers and field personnel (consultants, property managers, data managers, etc.) on matters of accounting and transaction recording.
- Cross train and serve as a “backup” to activity for key accounting processes.
- Mentor and serve as a resource to young accounting staff.
- Work with external CPA’s during quarterly reviews and year-end audits by preparing work papers and analyses, responding to questions, and reviewing/proofing statement drafts.
- Prepare tax work papers in support of tax returns needed for investors.
- Execute other *ad hoc* projects and analyses as required.

Requirements:

- Accounting degree, minimum of 5 years of experience, with a mixture of public accounting and private industry preferred.
- Detailed oriented, organized, willing to be “hands on.”
- Ability to act and operate independently with minimal daily direction.
- Comfortable in communicating accounting matters to field personnel.
- Sensitive to deadlines and flexibility in schedule to meet them.
- At ease in an entrepreneurial environment with “dotted line” relationships and comfortable interacting with personnel across all functional areas.
- Forward looking business attitude and perspective toward incremental improvement of procedures.

The following experience will be a plus:

- CPA
- Exposure to real estate investments and partnership accounting.
- Cost accounting and purchase price allocations
- Microsoft Dynamics (Solomon) accounting software.
- Leadership or supervisory experience

Must pass background and reference checks customary for an SEC registered investment advisor.

Amenities:

Comprehensive health and dental benefits

Immediate 401-K participation and profit sharing

Upscale office environment

Office kitchen with complimentary beverages and snacks

On-site fitness center and cafe

Interested and qualified candidates can apply by sending resumes, salary history, and desired pay via email to Human Resources at jobs@timbervest.net