

## **Job Summary**

This position works within a fast-growing real estate development and homebuilding company. The Senior Accountant will be responsible for all bookkeeping, accounting, and financial reporting requirements for a real estate development and homebuilding company, as well as multiple legal entities formed for specific real estate development projects. This position interacts with various team members within the development and homebuilding companies, and provides financial reports to outside financial partners.

## **Job Responsibilities**

- Oversee daily transactions, including accounts payable, general ledger and bank reconciliations
- Perform all accounting functions for a homebuilding company and a portfolio of real estate development and construction projects, including coordination of home closings, loan closings and land closings and recordation in Quickbooks
- Process all incoming invoices (entering invoices and preparing checks, etc.) from subcontractors and vendors; code appropriately and book to the corresponding project
- Ensure all invoices are approved by appropriate person
- Perform human resources duties such as processing payroll and managing group health plans and benefits
- Maintain organized and detailed records and files to document financial transactions
- Work closely with construction project managers and purchasing manager to effectively track, update, and manage project budgets.
- Monitor and track vendor and subcontractor compliance to include insurance requirements and management of insurance audits
- Prepare 1099s on an annual basis and any other reporting required at year end.
- Submit pay applications to lenders and financial partners in required draw form, and act as primary accounting point of contact to communicate as needed to complete the funding process.
- Perform month-end closing process including bank reconciliations, credit card reconciliations, loan reconciliations, and review of work in process, and maintain general ledger, among other accounting related tasks.
- Management of Quickbooks software
- Provide supporting documentation for tax return preparation.
- Prepare financial statements for each company on a monthly basis and as requested by ownership
- Prepare recurring and ad hoc internal and external reporting as needed and facilitation of budgeting process
- Increase productivity by assisting with the development of automated processes
- Participate in process improvement initiatives that support the growth of the company and help develop a strong system of internal controls and operational excellence.
- Perform variety of other duties as needed

## **Job Qualifications**

- Bachelor's Degree in accounting and/or finance is preferred
- 5+ years of relevant accounting experience (experience in homebuilding and/or construction industries preferred)
- Quickbooks Desktop proficiency
- Excel proficiency
- Attention to detail and strong analytical and problem-solving abilities.
- Excellent verbal and written communication skills
- Experience in job cost accounting and financial reporting

### **Skills**

- Ability to multitask in a fast-paced, changing environment and wear many hats.
- Effective verbal and written communication.
- Excellent organizational skills and attention to detail to ensure accurate and timely results.
- Ability to manage time to achieve results amidst competing priorities.
- Ability to work effectively with team members
- Takes a proactive approach to accomplishing goals and objectives.
- Proficient with Microsoft Excel and Quickbooks Desktop