



## JOB DESCRIPTION

### JOB DESCRIPTION: Accounting Associate

---

#### **Job Summary:**

The Accounting Associate will report directly to the Vice President – Acquisitions and Finance and is responsible for maintaining GAAP and Tax basis records for various internal entities, including managing parent, broker dealer and payroll administration entities, as well as analyzing monthly operating reports for underlying real estate assets and compiling information for annual financial statements.

#### **Principal Duties:**

- Maintain accurate GAAP and tax basis records in QuickBooks for the managing parent, broker dealer and payroll administration entities
- Analyze monthly operating reports of underlying real estate assets prepared by third-party property managers
- Compile information and maintain records for the preparation of the annual audited consolidated financial statements
- Assist in maintaining appropriate control environment per FASB standards
- Prepare periodic reports as required by various mortgage lenders
- Assist in budgeting and cash forecasting for managing parent entity
- Support the Real Estate team in due diligence and financing of new acquisitions, as needed

#### **Salary Range:**

Starting salary of \$75,000 - \$90,000, annually

#### **Other Compensation:**

Bonus potential, Medical/Dental/Disability Insurance paid by employer, professionally managed 401(k) plan with employer contribution

#### **Skills/Qualifications/Desired Experience:**

2 to 3 years at public accounting firm or with Accounting/Finance department of company. Familiarity with tax accounting and/or FINRA broker dealer financial operations a plus.

#### **Desired Education:**

Minimum Bachelor's Degree, preferably majoring in Accounting, Business Administration, Finance or Economics

**Professional Certifications:**

Series 27, 28 or 99 preferred but not required. CPA certification not required; however, ideal candidate may attain CPA certification in the future

**Technical Abilities:**

Intermediate to Advanced abilities in QuickBooks (or other accounting software), Microsoft Excel, Word, PowerPoint

This job description is intended to describe the general nature and level of the work being performed by employees in the position. It is not intended to be a complete list of all responsibilities, duties, and skills for the position. The Company reserves the right at all times, in its sole discretion, to add or subtract duties and responsibilities, as it deems necessary.