

Accounting Supervisor

compensation: **\$84K-\$90K, Medical Benefits, Vacation/Sick Days, etc.**

employment type: **full-time**

We are a fast paced real estate investment company, looking for capable a candidate who can demonstrate professionalism and dedication completing duties and tasks at a high level and to meeting all deadlines. Applicants must be extremely detail oriented, with great oral and written communication skills, handle a variety of tasks including cost management and cost forecasting. You will need to be a leader and a person that is relentless in your pursuit of perfection. Must be able to have good people skills and great time management. Have the ability to work without supervision and comfortable working on your own, have strong time-management skills, and have good interpersonal and people management skills. Your social skills and ability to effectively communicate with a variety of staff and vendors is key to your long term success.

THE ROLE

- Manage monthly and annual close process
- Prepare journal entries and supporting documents in accordance with the month-end close schedule
- Prepare monthly intercompany billings and elimination reconciliations
- Analyze financial statements on a monthly basis and report on variances
- Maintain and prepare monthly account reconciliations
- Prepare P&L and Balance Sheet analysis to support accruals and true-ups
- Proactively identify process inefficiencies and develop process improvement initiatives
- Assist with T&E processing and resolve discrepancies
- Assist with financial audits
- Assist in process documentation and monitoring of internal controls
- Support financial planning with budgeting process
- Ad hoc reports/analysis as necessary
- Assist with government tax and informational filings

REQUIREMENTS

- Bachelor Degree in Accounting
- Minimum 4 years accounting experience (experience with month-end close is a must)
- Strong knowledge of US GAAP
- Strong knowledge of Excel is a must
- Excellent communicator within all levels of the company
- Ability to meet and set deadlines
- Ability to meet tight deadlines and juggle multiple projects
- Sense of urgency and adaptable attitude to changing priorities
- Ability to work independently and as a team
- Use of accounting systems a plus

Don't forget to include your salary expectation in the online application. Thanks!

Salary: Highly Competitive

Benefits: Medical/Dental Vision, paid time-off