

# Senior Accountant

## Key Responsibilities:

- Financial statement preparation in accordance with U.S. GAAP for property portfolios in fund and joint venture entities, including general ledger review/analysis, balance sheet support, month-end accruals, amortization/depreciation entries, and variance explanations
- Detail review property financial statements and rent rolls prepared by the property managers
- Liaise with property management personnel on other accounting related items
- Assist with due diligence on potential acquisitions
- Assist with treasury and cash management functions
- Calculate property and fund level asset management fees
- Prepare timely and accurate bank reconciliations
- Prepare lender compliance packages
- Support timely and accurate communications of accounts payable to Accounts Payable Manager
- Prepare workpaper packages in support of tax return preparation process
- Liaise with external audit and tax service providers
- Perform periodic internal audits of individual property operations
- Assist in annual budget preparations
- Assist in annual property valuation process
- Other duties as assigned

## Experience and Qualifications:

- Bachelor's degree in Accounting (or related); Master's in Accounting (or related) preferred
- Minimum three years of related experience and training; real estate experience a plus
- Public accounting background preferred; hold CPA or are actively pursuing the certification
- Advanced proficiency in all Microsoft Office products and knowledge of accounting software packages; Yardi and/or Tagetik experience a plus

- Works independently with limited supervision; organized and detail-oriented in a fast-paced environment; able to multi-task and think creatively; efficient and accurate working within deadlines
- Possesses excellent written and verbal communication skills
- Able to comprehend, analyze and interpret complex business documents

Please email a cover letter and resume to [careeropportunities@greencourtepartners.com](mailto:careeropportunities@greencourtepartners.com).