



Sr/Staff Accountant

Job Purpose

High profile accounting position with a dynamic, entrepreneurial real estate development team in DFW. Ideal candidate will be responsible for the day-to-day accounting functions required to produce monthly and quarterly financial statements for multiple real estate development projects and business entities. This position will manage the financial accounting for multiple project level entities. Assist and collaborate with various accounting and financial projects for internal, related parties and external investors.

Duties and Responsibilities

- General Ledger maintenance, monthly close, and financial reporting
- Follow internal controls, and implement new controls and procedures as needed
- Cash flow management for all property level entities
- Coach and review performance for AP/AR accountant on multiple accounting functions
- Communicate with Project Management teams for tasks and timelines
- Account Reconciliations and ad hoc financial reports for management
- Detailed review and reconciliation of financial statements and supplemental month-end schedules (debt, equity, etc.)
- Maintain project developments costs and assist management with closings of new entities
- Review construction draws and reconcile to the general ledger
- Assist with Year End Reporting, Audit Requirements and Tax Filings
- Support with Budget/Variance Analysis

Required Qualifications

- Minimum Education: Bachelor's Degree in Accounting or similar field of study, including completion of cost accounting course at undergraduate level.
- Knowledge of GAAP Requirements, Proficient in Excel, Word and PDFs.
- Minimum Work Experience: 1-3 years accounting experience
- Candidate must possess high degree of attention to detail and accuracy as well as ability to maintain confidential information and documents
- Ability to read, analyze and interpret financial reports and complex business documents and to respond to inquiries from management
- Good organizational and time management skills
- Professional communication skills
- Ability to manage several projects simultaneously

Preferred Qualifications

- Real Estate Accounting Experience, including cost of sales and tax compliance
- Experience with QuickBooks, Yardi, Resman or other real estate accounting software
- Database experience (Procore, other)



Character and Behavioral Characteristics

Display the following Behavioral Characteristics

- Personal alignment reflected in conversation and conduct to the company's core values of strategy, trust, integrity, legacy, and love
- Committed and actively striving towards continued self-development
- Possesses and demonstrates a servant's heart
- Sense of urgency
- High behavioral vitality - energy level
- High moral fiber - character and integrity
- Engaged in ministry efforts
- Ability to operate from a mindset of propriety concerning timeliness and fiduciary awareness
- Ability to operate in a fluid environment and demonstrate flexibility in terms of evolving processes and schedules
- Ability to communicate effectively and make a positive contribution to the team
- Willing to provide and accept feedback from all team members and leadership to improve company culture and efficiency

Salary, Benefits and Work Schedule

- Commensurate with experience
- Competitive PEO benefits and vacation package
- Hybrid work schedule after 90 days, subject to manager approval.

Travel Requirements (if applicable)

- None at this time

How to Apply

- Please mail your resume, cover letter and salary requirements to JBerend@tncdev.com.

Equal Opportunity Employer

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