

# Job Description



**Job Title:** Senior Accountant

**Reporting To:** Controller

**Job Function:** Accounting

**Job Location:** Cleveland, Ohio

## **Summary:**

GBX Group is seeking an experienced Senior Accountant with excellent analytical skills and a thorough knowledge of accounting principles to analyze and prepare financial reports and forecasts. The Senior Accountant will also be responsible for preparing internal and external reporting of the funds' financials as well as real estate portfolio results, properties' and holding companies' financial statements.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven, and passionate about being part of a team that makes a real impact to join GBX as a Senior Accountant.

## **Essential Duties and Responsibilities:**

- Perform accounting close and reporting, prepare and monitor correct recording of monthly and year-end journal entries.
- Record financial results of underlining investments utilizing the Equity Method of accounting.
- Perform accounting reconciliations and balance sheet/income statement analysis.
- Establish bank accounts for newly formed Funds, perform cash management functions including preparing or reviewing bank reconciliations.
- Reconcile equity and investments-in accounts between properties', holding companies', funds', and core companies' financials.
- Work with Asset Management team to review property and portfolio-level reporting packages prepared by fee managers, tracking actual performance against budget and reforecasts of property cashflow.
- Review the financial results provides by fee managers before uploading monthly data into the asset management software, provide accounting guidance to fee managers as needed.
- Responsible for the timely preparation of core companies', properties' and holding companies' year-end financials; must be completed ahead of K-1 issuance to companies' investors.
- Works closely with all members of Finance/Asset/Property Management Team and fee managers to create and review annual budgets, regular reforecasts, interim and year-end financial reports.
- Proactively plan for and support year-end accounting close processes; assist external auditors with annual audit process, providing appropriate documentation as needed.
- Special projects – e.g., design internal reporting templates & reporting schedules, ad hoc projects.
- Provide training and support to less experienced team members to facilitate the professional growth and development within the department.
- Play a key role in transitioning new assets from Project Management to Asset Management, including new property onboarding, property management orientation, establishing bank accounts, advising and reviewing trial balances set-up by fee managers in accordance with purchased entity closing statement, etc.
- Maintain relationships with all fee managers to ensure consistent and open lines of communication.

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## **Education / Experience:**

- Bachelor's degree in accounting, finance, or economics.
- 5+ years of accounting experience. Previous real estate or public accounting experience strongly preferred.
- Strong knowledge of US GAAP, internal controls, and financial reporting.
- CPA preferred.

## **Knowledge Skills & Abilities:**

Knowledge, skills, and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Strong Initiative along with a willingness to jump in and solve problems.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Must be results oriented.
- Excellent problem-solving and analytical skills.
- Highly motivated and able to adapt to a fast-paced work environment.
- Detail-oriented.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Self-directed but works well with individuals at all levels of the organization.
- High level understanding of various investment ownership structures and accounting knowledge for project and fund level reporting.
- Demonstrates financial acumen for ad hoc projects.
- Exercise sound judgment.
- Meet deadlines.

## **Computer Skills:**

- High proficiency in Microsoft Excel.
- Experience with all Microsoft Office software (Outlook, Word, PowerPoint).
- Experience with real estate asset management software (e.g. MRI, Yardi, JD Edwards, Microsoft GP or Real Page).

## **AAP/EEO Statement:**

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.***