

# Job Description



**Job Title:** Staff Accountant                      **Reporting To:** Accounting Manager  
**Job Function:** Accounting                      **Job Location:** Cleveland, Ohio

## **Summary:**

GBX Group is seeking a Staff Accountant with strong analytical skills and a thorough knowledge of accounting principles. The Staff Accountant will be responsible with providing company and management with financial information by researching and analyzing accounts and preparing accounts reconciliations. Additionally, this role will have an active role in preparing internal financial statements for the core companies, funds, properties and holding companies. The Staff Accountant is a member of the Accounting Team and works closely with all members of the organization.

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 Staff Accountant.

## **Essential Duties and Responsibilities:**

- Record cash transfers, cash deposits and cash wires.
- Perform bank reconciliations for checking accounts.
- Analyze employees' expense reports submitted for payment for correct coding/general ledger accounts selections.
- Review credit card expenses assigned to appropriate general ledger accounts in Excel spreadsheet.
- Record cash received & prepare investor capital accounts reconciliations during fundraising period.
- Perform account reconciliations as well as balance sheet/income statement analysis for assigned entities.
- Participate in accounting close and reporting, prepare monthly and year-end journal entries for assigned entities.
- Allocate legal and insurance costs, as well as bank interest income posted to main checking account for intercompany transfers/billings.
- Participate in timely preparation of core companies', properties' and holding companies' year-end financials.
- Support year-end accounting close processes; assist external auditors with annual audit process; provide required supporting documentation for easement projects bibles; maintain files and records by saving files/documents in the NetDocs software.

## **Other**

- Willing and able to be cross trained for other positions within the department (e.g. Accounts Payable, Accounts Receivable, Property Accounting) to provide temporary coverage as needed and to have a general understanding of the processes.
- Able to maintain confidentiality, as this position involves access to sensitive information related to personnel, proprietary and financial data.
- No regular travel.

# Job Description



## **Education / Experience:**

- Bachelor's degree in accounting, finance, economics or related field.
- 1+ years' work experience in accounting or related internship experience.

## **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.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Must be results oriented.
- Resourceful with strong problem-solving and analytical skills; able to resolve discrepancies within accounting systems.
- Detail-oriented and flexible.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Self-directed and works well with individuals at all levels of the organization.
- Exercise sound judgment.
- Meet deadlines.

## **Computer Skills:**

- Proficiency with Microsoft Office software (Word, Excel, Outlook).
- Experience with Microsoft GP or other major accounting real estate software preferred.
- Experience with document management system.

## **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.***