



TITLE: Accounting Manager
REPORTS TO: Chief Financial Officer
JOB STATUS: Full Time, Non-Exempt (Hourly)
Location: Corporate Office

POSITION SUMMARY

Accounting Manager responsibilities include supervising the accounting department, preparing financial reports, performing account reconciliation, maintaining the general ledger and performing other accounting duties.

ESSENTIAL FUNCTIONS

- Responsible for month-end closing of multiple entities including monthly journal entry preparation, balance sheet account analysis and reviewing income statement for misclassification of expenses.
- Prepares monthly, quarterly and annual financial reporting packages and posts to the investor portal and communicates with Partners when financials are posted.
- Manages Financial Statement Preparation to ensure all financials are posted monthly to the portal by the 3rd Thursday of each month.
- Manages day-to-day operations of the accounting department, including supervision of staff.
- Prepare monthly billbacks to related entities.
- Maintains Fixed Asset software with new additions/disposals on a quarterly basis.
- Manages company car policy (PUCC) for year-end calculations.
- Assists with creation and implementation of policy and procedures for the accounting department.
- Assist the Controller with Year End Financials and review of tax return and K-1's.
- Assist Property Management with information/questions when preparing annual budgets.
- Prepare monthly analysis of property management results and participate in review meeting with property management.

OTHER RESPONSIBILITIES

- Provide backup support to the accounting staff.
- Assist with the review of annual 1099's.
- Assists the Accounting Department in any additional projects or assignments as necessary.
- Various other duties as assigned by Controller and Chief Financial Officer.

KNOWLEDGE AND EXPERIENCE

- Bachelors' degree in accounting is preferred.
- Minimum 5 years of related work experience or a combination of education and experience.
- Must be proficient in the operation and use of standard office computers and accounting software. Experience with Sage 300/Timberline and Appfolio preferred.
- Proficient knowledge of Microsoft Word, Outlook, Excel and Adobe Acrobat Standard.

SKILLS AND ABILITIES

- Strong organizational and analytical skills with attention to detail.
- Ability to work independently, multi-task and work within established deadlines with accuracy.
- Demonstrate concepts of Riedman Core Values, collaborating with others and displaying enthusiasm and positivity.
- Exhibit solid leadership (by example) skills and be a mentor to others.
- Aptitude and desire to investigate, evaluate and implement new technologies related to Accounting.
- Strong Accounting and mathematical skills.
- Maintain confidentiality at all times.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 20 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard office environment with low to moderate level of noise.