

Accounting Manager – Job Posting

POSITION TITLE: Accounting Manager

FLSA STATUS: Exempt

Preferred Hiring Range: \$84,977 to \$106,906

Full Range: \$106,906 to \$114,969

Pay based on experience, skills, and internal equity.

Benefits Include: Medical, Dental, Vision; Life Insurance; Long Term Disability Coverage; 401(k) and Match; Medical and Dependent Care FSA.

POSITION SUMMARY

Under the general direction of the Corporate Controller, the Accounting Manager will oversee all accounting operations and consolidation processes, ensuring the accuracy and timeliness of financial reporting. This role will assist in year-end audit and tax preparation, while also managing the daily activities of the accounting department. Additionally, the Accounting Manager will provide strategic recommendations to senior management to support the achievement of organizational and departmental goals.

ESSENTIAL FUNCTIONS

- Supervise and lead the accounting team, ensuring accuracy and timeliness in all accounting functions.
- Manage the timely month-end and year-end closing processes, ensuring all entries are accurately recorded and reconciled.
- Manage the timely consolidation process of subsidiaries financials to the parent's book.
- Oversee all financial records controlled and maintained by LINC Corporate (e.g. non-single member LLC).
- Manage and reconcile monthly, quarterly, and annual Audit/Tax Rollforward schedules for all entities (e.g. Related party Fees, Advances, Investments, Developer Fees, Intercompany Reconciliation, etc.).
- Assist in the preparation and review of the Financial Statements.
- Review and post daily, monthly, quarterly, and year-end entries by Staff Accountants, ensuring compliance with GAAP.
- Oversee and facilitate Annual Consolidated Audit and Tax preparation.
- Oversee internal and external factors impacting corporate financial records.
- Support budgeting and forecasting processes, ensuring alignment with company goals and objectives.
- Proactively identify and recommend opportunities to enhance processes and improve efficiency within the accounting functions.
- Perform ad hoc reporting and analysis as required.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- GAAP accounting.
- Real Estate accounting practices and standards.
- Treasury Accounting.
- General Ledger Reconciliations.
- Nonprofit and Affordable Housing practices and standards.
- Accepted methodologies for budgeting and cash forecasting.
- Auditing procedures and practices.

Skill Level:

- Superior writing and communication skills.
- Strong analytical skills, financial management, audit, and general accounting.
- Proficient in the use of personal computers and related software applications for accounting management, e.g., QuickBooks, Access, Yardi Voyager, and MRI.
- Proficiency in Microsoft Excel (advanced functions), financial modeling, and treasury management systems.
- Excellent interpersonal skills for establishing and maintaining effective working relationships with employees, other department heads, investors, and other business stakeholders.

Ability to:

- Analyze Financial statements.
- Lead and motivate a team of accountants, delegate tasks, and provide guidance to ensure deadlines are met.
- Manage multiple accounting functions simultaneously, prioritize tasks, and meet deadlines without compromising quality.
- Collaborate and communicate with internal and external parties affecting LINC's portfolios.
- Set and manage multiple priorities in the growing environment.
- Manage and correlate multiple accounting books to analyze specific transactions.

EDUCATION & EXPERIENCE REQUIREMENTS

A combination of education and related experience may substitute for education requirements.

- BA in Accounting or Finance is required.
- 3+ years' experience as an Accounting Manager is required.
- Experience in General Accounting, Audit, or a combination of both is required.
- 3+ years' experience in Real Estate accounting (Affordable Housing preferred but not required).
- CPA preferred but not required.
- MBA preferred but not required.

PHYSICAL DEMANDS/WORKING CONDITIONS

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.

- Work is performed primarily in an office environment under pressure and requires the ability to adjust quickly to changing priorities and demands.
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard.
- Travel by various modes of private and commercial transportation within the region may be required.

The statements contained in this position description reflect general details as necessary to describe the primary functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.