

## **Staff Accountant – Consolidation – Job Posting**

**POSITION TITLE:** Staff Accountant – Consolidation

**FLSA STATUS:** Exempt

**Preferred Hiring Range:** \$68,640 to \$78,579

**Full range:** \$68,640 to \$90,366

**Benefits Include:** Medical, Dental, and Vision Coverage, with optional dependent coverage; Long Term Disability; 401(k) with Match; Medical and Dependent Care FSA; Life Insurance

Pay is determined based on skills, experience, and internal equity.

### **POSITION SUMMARY**

Under the general direction and supervision of the Corporate Controller, the Staff Accountant will play a key role on the Yardi consolidation implementation team, supporting the consolidation of financial statements for the company's parent and subsidiary entities. This position will be responsible for managing and overseeing the financial statement consolidation process across multiple entities, as well as assisting with various financial reporting activities. The role requires a strong understanding of accounting principles, hands-on experience with financial consolidations, and the ability to collaborate effectively across departments to ensure accurate and timely reporting.

### **ESSENTIAL FUNCTIONS**

- Prepare and review consolidated financial statements in compliance with Generally Accepted Accounting Principles (GAAP) and internal policies.
- Ensure accurate consolidation of all subsidiary financials, including intercompany eliminations, adjustments, and reconciliations.
- Manage and reconcile inter-company transactions and balances to ensure proper eliminations and accurate consolidated results.
- Assist in the preparation of monthly, quarterly, and annual financial reports for management and external stakeholders.
- Review and analyze the impact of acquisitions, divestitures, and other structural changes on consolidated financials.
- Oversee the creation and setup of new entities in Yardi.
- Manage and maintain the consolidated chart of accounts.
- Assist with month-end and year-end closing.
- Assist in year-end audit and tax preparation.
- Ensure compliance with internal policies, financial regulations, and industry standards.
- Perform ad hoc reporting and analysis as needed.

## **KNOWLEDGE, SKILLS, & ABILITIES**

### **Knowledge of:**

- Strong understanding of Generally Accepted Accounting Principles (GAAP) and financial reporting standards.
- In-depth knowledge of consolidation accounting principles, including intercompany eliminations.
- Real Estate accounting practices and standards.
- Familiarity with multi-entity financial structures and intercompany relationships.
- ERP systems (e.g., Yardi, Oracle, SAP, NetSuite) and consolidation tools.
- General Ledger and account reconciliations.
- Partnership accounting practices and principles for both LLCs and LPs.
- Nonprofit and Affordable Housing practices and standards, preferred.

### **Skill Level:**

- Effective written and verbal communication skills for collaborating with cross-functional teams.
- Advanced proficiency in Microsoft Excel (pivot tables, VLOOKUP, formulas, etc.) and other Microsoft Office applications.
- Proficiency in SQL for querying and extracting financial data from databases.
- Strong analytical and problem-solving skills, with keen attention to detail and the ability to present complex financial data clearly and concisely.
- Proficient in using ERP systems for financial reporting, consolidations, and general ledger management (e.g. Yardi Voyager, MRI, Oracle, SAP, or NetSuite).
- Excellent time management and organizational skills.
- Strong interpersonal skills for building and maintaining effective working relationships with other employees, department heads, investors, and other business stakeholders.

### **Ability to:**

- Prepare, review, and analyze consolidated financial statements accurately and efficiently.
- Manage and reconcile complex intercompany transactions and balances.
- Review and analyze financial statements to identify and resolve discrepancies.
- Work independently while collaborating effectively with team members, other departments, and external stakeholders.
- Prioritize and manage multiple tasks in a dynamic, fast-paced environment.
- Analyze specific transactions and reconcile intercompany accounts by correlating multiple sets of books.
- Maintain and manage multiple accounting books accurately and efficiently.

## **EDUCATION & EXPERIENCE**

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

- BA in Accounting or Finance is required.
- Experience in General Accounting is required.
- 2+ years' experience as a Consolidation Accountant or Staff Accountant is required.
- 2+ years' experience in Real Estate accounting (Affordable Housing preferred but not required).
- CPA (Certified Public Accountant) or progress toward CPA is preferred but not required.
- Experience in Audit is 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.