

May 20, 2018

CONTI is hiring!

The CONTI Organization is a nationally recognized real estate investment and asset management company that specializes in value-added multifamily real estate. Since 2008 we have acquired and sold over 7,600 apartment units with plans to actively grow to 15,000+ units. We are a stable, driven, long-term minded company looking to add a key member to our team.

If you are a self-starter with an inquisitive mind, you thrive in fast-paced environment, where a high level of detail and accuracy are a must, please continue reading.

Apply Now: <https://www.cindexinc.com/c/EA04D5>

Role Title: Staff Accountant

Salary: \$60,000+

Role Purpose:

Manage the investors' capital activities, ensure the contributions and distributions are properly recorded and reported on the investors' quarterly statements

Responsible for the reconciliation and consolidation of multiple entities' monthly financial statements

Main Job Duties:

- Record capital account activities and perform monthly investors' distributions
- Post and audit investors' ownership transfers and bank /address changes in the Investment Accounting and CRM system
- Perform daily accounting duties, record bank activities, and prepare standard and recurring journal entries
- Monitor daily cash positions across the investment portfolio
- Prepare monthly account reconciliations, including bank accounts, lender escrow accounts, capital accounts and other accounts as needed
- Prepare expense allocations, monthly accruals, and recording of adjusting and reclassification journal entries
- Perform the monthly accounting close and consolidation process
- Prepare monthly consolidated financial information for investors' reporting package

- Research technical accounting issues, including positions taken on various accounting issues and disclosures
- Review expense reports and receipts submitted by the company cardholders on monthly basis
- Prepare and submit quarterly/yearly lenders' reports
- Assist with calculating and analyzing key performance metrics for the investment portfolio
- Assist in yearly budget and prepare quarterly budget to actual variance reports
- Assist in coordinating the tax preparation
- Assist with developing internal control procedures to protect the company's asset
- Prepare other ad-hoc analysis and special projects, as requested

Skills/Qualifications:

- Bachelor Degree in Accounting or equivalent designation
- CPA or CPA Candidate (with parts passed) preferred
- 2-4 years of experience with financial statement preparation, review, and analysis.
- General knowledge of US GAAP
- Consolidation & elimination accounting experience a plus
- Ability to work with large amounts of detailed data and translate data into meaningful information
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.
- Strong knowledge of large ERP systems, such as RealPage, is preferred
- Investment accounting experience is preferred
- Strong Microsoft Excel skills
- Experience in multifamily property accounting is a plus

NOTE: DUE TO THE LARGE NUMBER OF RESUMES WE EXPECT TO RECEIVE, ONLY THE MOST QUALIFIED CANDIDATES WILL BE CONTACTED. WE WILL RETAIN ALL OTHER RESUMES FOR ANY FUTURE JOB CONSIDERATIONS. THANK YOU.