

## CONTI is hiring!

The CONTI Organization is a real estate investment company that specializes in value-added multifamily real estate in Texas. Since 2008 we have acquired and sold over 9,800 apartment units with plans to actively grow to 20,000+ units (\$2B+ market value). We are a culture-driven, results-focused, stable company looking to strategically add a key new member to our high performing Marketing team. Thanks to our team, we have been recognized by Inc 5000 and Dallas 100 lists for fastest growing companies four times.

**If you are a team player 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:**

Senior Accountant

**Role Purpose:**

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

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

**Responsibilities:**

- 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
- 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
- 5-10 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/Fund accounting experience is preferred
- Strong Microsoft Excel skills
- Experience in multifamily property accounting is a plus

**Why CONTI? Why Now?**

- Since 2015, we've more than doubled in size from 3,000 units to over 7,800 units under ownership, with plans to double again in the next 3 years. We've been on the Inc 5000 and Dallas 100 lists for fastest growing companies for 4 years.
- We are passionate about building a healthy, strong company culture for decades to come. We care about growing our people. We have a continuous-improvement mindset, we're always learning. Our leadership team walks the talk.
- The purpose of CONTI is "to benefit the lives of everyone we touch." We recognize businesses must be profitable to survive and thrive AND at the same time we want to make a positive impact to all of those that touch our business -- our team, our investors, our residents, our vendors and our communities/charities.

**Why You?**

We're looking for a professional accountant that not only excels at what they do, but also wants to be part of a well-run company that is making a difference. We're looking for someone that can help fill a much-needed position for the long-term and wants predictability AND purpose in their role.

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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.