



## **STAFF ACCOUNTANT JOB DESCRIPTION**

The Staff Accountant is responsible for applying accounting principles and procedures to analyze financial information, preparing accurate and timely reports and statements in accordance with GAAP, and ensuring appropriate accounting control procedures are being adhered to across the Invest Atlanta organization. The Staff Accountant shall make recommendations to the Manager for process improvements and provide timely feedback on account reconciliations and adjustments.

### **KEY RESPONSIBILITIES**

- Ensure accurate and appropriate recording and analysis of revenues and expenses for Real Estate and New Market Tax Credit entities.
- Prepare monthly financial statements for all Real Estate and New Market Tax Credit entities.
- Prepare and review monthly bank reconciliations.
- Perform month end close functions of all Real Estate and New Market Tax Credit entities and review balance sheet reconciliation quarterly.
- Analyze financial records and reports and make adjustments as needed.
- Reconcile intercompany balances on a monthly basis.
- Review and analyze property management reports and operating statements for all Portfolio Properties on a monthly basis.
- Establish key performance metrics and forecast management plans. Prepare monthly performance report, explaining variances.
- Develop and control annual budget for operating and capital expenses for all Real Estate entities where applicable.
- Work with Manager in ensuring that trial balances are in balance monthly.
- Assist Manager with the annual financial audits, including developing audit schedules, ensuring required documentation is prepared in a timely manner, and interacting with the auditors.
- Serve as the point of contact for all Portfolio Real Estate Properties. Contacts including, but not limited to, third-party service providers, internal departments, and tenants.
- Assist in development and documentation of accounting policies and procedures to maintain and strengthen internal controls; ensure conformity with policies and procedures and take appropriate action when non-conformances are identified.
- Perform ad-hoc financial analysis as needed.
- Work on special projects and cross-train with other accounting personnel as required.
- Research technical accounting issues to ensure compliance with US GAAP.
- Other duties as assigned.

## **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a B.S. in Accounting and at least three (2) years of corporate accounting experience to include departmental/project budgeting, forecasting, and reporting; or an equivalent combination of education and work experience.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong organizational skills combined with the capacity to develop and maintain internal controls and comply with policies and procedures.
- Ability to function as a “hands on” financial professional maintaining detailed knowledge of all Invest Atlanta governmental component units.
- Thorough understanding of GAAP
- Strong analytical and accounting skills
- Excellent verbal, written communication, and interpersonal skills.
- Ability to handle multiple priorities simultaneously with stringent deadlines.
- Strong attention to detail, excellent organizational skills, and an ability to work well under pressure.
- Must have experience with Microsoft Excel and Word
- Display an ability to pay close attention to detail.
- Ability to execute, follow-up.
- Team player with strong interpersonal skills and ability to work collaboratively with diverse team members and partners.

**Resumes should be submitted to:** [jobs@investatlanta.com](mailto:jobs@investatlanta.com).

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.