

ROLE AND PURPOSE

The Staff Accountant, reporting to the Controller, maintains the General Ledger accounts and processes all business transactions for multiple Ben Kinney Real Estate Sales Teams. This position also performs ad-hoc and recurring analytical work, organizes and maintains financial records, and other duties as requested.

DUTIES AND RESPONSIBILITIES

- Processing and recording of accounts payable transactions for multiple entities, ensuring that all invoices and staff reimbursements are paid accurately and in accordance with Company policies and procedures.
- Recording of revenue for multiple entities.
- Review, code, and process credit card and expense reports submitted by cardholders on monthly basis.
- Prepare the journal entries for multiple entities relating to monthly accruals, amortization of prepaid expenses, fixed assets depreciation and recording of adjusting and reclassification journal entries, if necessary.
- Prepare and analyze monthly budget/forecast to actual variance reports.
- Analyze all balance sheet accounts for multiple entities monthly, including bank reconciliations, deferred revenue, fixed assets, salary and other accruals, and prepaid expenses.
- Preparation of financial reports such as financial statements.

SKILLS & COMPETENCIES

- Strong organizational skills and ability to prioritize workload in order to stay on schedule, meeting tight organizational deadlines.
- Able to demonstrate attention to details and good record keeping.
- Proficient in Microsoft Office (Word, Power Point, Excel). Experience using Quickbooks is important.
- Hands-on attention to detail-oriented tasks.
- Team player who can collaborate with other teams in the organization.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management using poise, tact and diplomacy.

QUALIFICATIONS

- At least 2 years of hands-on general accounting experience including preparation of financial statements.
- Experience working in real estate businesses preferred but not required.

EDUCATION

- Bachelor's degree or AA degree in Accounting strongly preferred. Equivalent experience considered.
- A demonstrated record of continuing professional education is a plus.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. As a policy, the Ben Kinney Companies company does not sponsor employment visas.

Ben Kinney Companies Tech Division is an Equal Employment Opportunity employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, or national origin.