



Position Description

Position Title: Senior Staff Accountant

Reports To: Controller

Classification: Full-time, Exempt

Summary

The Senior Staff Accountant will be responsible for assisting with a combination of;

Realty Management/Development – This includes Residential, Retail & Office property management accounting tasks such as daily cash reconciliations, assist properties with maintaining tenant ledgers, monthly property financials, monthly budgeting, and variance analysis, as well as more advanced items. This also includes Real Estate Development accounting, which can involve any number of complex accounting issues that we handle.

Construction – This includes job-level analysis and reporting, as well as company-wide monthly financials for Keystone Construction. This involves managing and paying subcontractor invoices, as well as monthly owner billings.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform month-end, quarter-end, and year-end closing duties, including preparing journal entries, variance reporting, reconciliations, and account analysis to ensure compliance with U.S. GAAP.
2. Performs cash management functions for multiple legal entities.
3. Make recommendations to improve internal controls and processes.
4. Assisting with preparing and monitoring budgets.
5. Review processes and procedures to identify and implement process improvements and efficiencies.
6. Performing other accounting duties as assigned.

Non-Essential Functions and Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Other duties and activities may be assigned by senior management and essential functions are subject to change at any time with or without notice.

Position Requirements

This position requires a bachelor's degree in accounting, finance, or a related field and 3+ years of accounting experience. Experience working with real estate property management, real estate development, or construction would be desired. Competencies for this position include:

1. Advanced working knowledge of GAAP.
2. Advanced understanding of Journal Entries, Balance Sheets, Income Statements, etc.
3. Strong financial analysis skills.
4. Ability to simultaneously handle multiple responsibilities is required.
5. Ability to handle a fast-paced, often changing environment is required.
6. Advanced skills in Microsoft Office, particularly with Excel, is required.
7. Proven ability to work both independently and collaboratively with different levels of employees.
8. Strong communication skills both written and verbal.
9. Ability to work with little to no supervision.
10. Ability to work efficiently and manage deadlines.

Experience Preferences

Additional experience preferences for this position include any of the following:

1. Yardi Property Management Accounting software.
2. Sage300 and/or Procore Construction software.
3. Construction Accounting.
4. Residential Property Management Accounting.
5. Office/Retail Property Management Accounting.
6. Real Estate Development Accounting.
7. Payroll Processing.

Work Environment

This is a full-time position that operates in a professional office environment. Normal days of work are Monday through Friday, however, working outside of normal days and hours may be required, depending on workload and project needs. While in the office, this position routinely uses standard office equipment, such as computers, phones, photocopiers, filing cabinets, and fax machines.

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is regularly required to sit, stand, drive, and walk, while occasionally required to stoop, kneel, crouch, lift up to 10 lbs., use manual dexterity, and reach with hands and arms.

Personal Work Relationships

Must have the ability to work well with other employees, as well as with the general public, while maintaining a positive attitude at all times.

Travel

No travel is expected for this position.

Supervisory Responsibility

This position is not expected to have supervisory responsibility.

Notification

Keystone has made it a priority to meet with and hire from a diverse pool of candidates. Keystone is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.