**Job Duties Sr. Accountant - OPEN**

This position reports to the Director of Operations and works closely with the employees in the accounting department. The Sr. Accountant is responsible for the monthly accounts for the Property Management companies and Owner Association companies as well as multiple accounts on our Development side of our business.

Daily Duties

* Confirm amounts received into the bank match to software & QB.
* Checking cashflow to ensure payments are not made without funds available.
* Input any transactions that effect the LBK owners’ statements

Weekly Duties

* Reconcile bank accounts
* Run the future revenue reports

Monthly Duties

* Reconcile credit card accounts
* Prepare accurate, timely financial statements in accordance with our established schedule and with input from the Operations team and accounting department.
* Monthly account reconciliations and balances sheet accounts
* Analyze financial statements for discrepancies and other issues that should be brought to the Director’s attention.
* Review all inter-company transactions and generate invoices as necessary
* Review Financial Statements and send to Director
* Reconcile leaseback owner accounts between Propertyware and QuickBooks.

Annual Duties

* Prepare and send out 1099’s and 1042’s accurately and on time
* Work closely with Director and outside account firm on year end closing

As Needed Duties

* Generate any reports needed by operations or supervisor
* Any duties that are needed to complete closings in a timely manner.
* Confirm the correctness of the setup in the property management software.
* Coordinate semi-annual audits and assist Director with audits

Skills

* Bachelor’s Degree in Accounting and 3+ years experience in general accounting
* Strong problem solving and analytical skills
* Experience in Quick Books a plus
* Experience working in a Property Management company a plus
* Ability to function well in a team-oriented environment