

OPEN RECRUITMENT
Job Announcement
November 20, 2018

Position Title: Senior Accountant
Supervisor: Controller
Classifications: Exempt
Closing Date: Until Filled
Annual Salary: Negotiable

To apply for this position,
check [here](#):

SUMMARY:

Under the general direction of the Controller, the Senior Accountant ensures compliance with federal, state and local laws and regulations as well as company policy. The incumbent must have strong leadership skills and a spirit of cooperation and teamwork to fulfill the responsibilities of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Responsible for all major accounting functions and production of accurate and timely financial reports for a growing portfolio of properties.
- Preparation of accurate financial statements that include Balance Sheets, Income Statements, Statement of Cash Flow, Budget Reports and other reports required within established deadlines
- Oversight of payroll, AP, AR, all aspects of accounting functions
- Highly organized experienced with audits and auditors.
- Prepares audit reports and communicates with auditors, other accounting professionals, bankers, and other governmental and regulatory agencies
- Develop and administer accounting procedures, processes and policies
- Prepares monthly, quarterly and year end reports
- Conducts internal financial audits
- Skilled in financial analysis and development of complex financial reports

Supervisory Responsibilities: This job has no supervisory responsibilities.

EDUCATION AND/OR EXPERIENCE:

- Minimum 5 years' experience as a full charge accountant
- Bachelor's degree from an accredited university with emphasis on accounting; CPA preferred
- Advanced computer skills in MS Word, MS Excel and Outlook
- Excellent written and verbal communication skills
- Demonstrated leadership skills with ability to train others; must work well in a team environment
- Prefer experience in the commercial or residential property management industry
- Experience as a Senior Accountant
- Experience with Realpage & OneSite Accounting software a plus
- Use of personal automobile for local job-related travel and pick-up.
- Neat, clean and appropriate appearance.
- Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.



TECHNICAL SKILLS:

To perform this job successfully, an individual should have average abilities using computer software such as MS Word, and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee's job is intermittently sedentary, but, requires mobility (i.e. climbing stairs) to visit and inspect properties. Will use some repetitive motion of hand-wrist in using computers. Must have normal range of vision to complete paperwork and review documentation; hearing and speech to communicate with executives, employees, co-workers, vendors, contractors, agency/company representatives, etc., on the telephone and/or in person on a frequent basis

Work involves the normal risks or discomforts associated with an office environment, and those associated with the on-site inspection of buildings/construction sites. The employee may be exposed to hazardous conditions and weather extremes.

