

CATELLUS DEVELOPMENT CORPORATION
POSITION DESCRIPTION

Position:	Senior Accountant
Reports to (Position):	Controller
Employment Classification	Exempt

Full-Time / Part-Time Status: ☒ **Full-Time Only** ☐ **Part-Time Only** ☐ **Full-Time & Part-Time Status**

GENERAL SUMMARY:

The Senior Accountant is responsible for the day-to-day financial activities for multiple assigned entities and development projects, which includes the preparation of monthly financial reports, daily transactions, performing various account reconciliations and communicating correct accounting information to various parties. They are responsible for recording acquisitions, dispositions and gains on sale in accordance with the Federal Income Tax basis of accounting and ensuring clear appropriate documentation for the recognition of gains under the percentage of completion methodology. They are responsible for each of the project and entity general ledgers. As needed, they will assist with reporting and corporate entity and property management accounting. These activities include maintaining adequate controls and regular financial tracking and reporting.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Responsible for the completion of monthly, quarterly and annual financial statements for multiple assigned entities and projects, including variance to budget analyses, bank reconciliations, supporting schedules, etc., in a timely manner.
- Prepare entries and ensure daily activity is recorded and month-end accruals are appropriately captured.
- Apply (and when appropriate, document) policies and procedures and appropriate controls necessary for mitigating risk, enhancing the accuracy of the portfolio's reported financial results.
- Apply appropriate accounting techniques and standard practices when inputting, tracking, analyzing, reconciling and reporting to ensure accuracy and reasonableness.
- Assist with accounting aspects of dispositions, including review of contracts, preparation/review of closing statements, gain calculations, pro-rations, recoveries, journal entries, etc. to ensure accurate accounting and allocations.
- Calculate and ensure gain recognized on a percentage of completion method is correct, recorded timely, clearly documented and that project costing makes sense.
- Meet and coordinate with project managers to ensure period-end accruals are reasonably estimated and recorded on a timely basis with appropriate support and documentation attached.
- Work with the Controller to determine the appropriate time to relieve job cost and manage the job cost close out and recording of assets in the fixed asset module to begin depreciation and/or expensing of jobs at the appropriate time.
- Maintain real estate tax schedules detailing parcel IDs, location and tax and ensure timely payment of obligations.
- May perform peer reviews of reporting packages to ensure consistency and to facilitate cross-sharing of best practices.
- Prepare budgets and forecasts, including compiling and analyzing the budget or forecast data for assigned entities and uploading into the Yardi accounting system.
- Update forecasts on a quarterly basis and assist with cash flow projections.
- Maintain and review cash flow and manage bank activity, deposits and other cash activity, as needed.
- Prepare and provide schedules as needed for audit and tax purposes.
- Perform other functions and special/ad hoc projects, which may include but is not limited to:
 - Prepare monthly report reconciling cash spent for job related expenditures.
 - Preparing with monthly draw packages relating to construction loans or other financing vehicles.

- Provide backup for other accounting staff in their absence.

SELECTION CRITERIA:

Candidates for this Position should hold the following qualifications and be able to demonstrate the following abilities to be considered as a suitable applicant. Please note that except where specified as “highly desirable,” all points listed below are considered minimum requirements.

Qualifications (Skills – technical and non-technical):

- Bachelor Degree in Accounting, Finance, Business or related field
- Minimum of 4 years of experience in accounting
- Strong process and controls knowledge
- Experience working for a real estate company - exposure to real estate development and percentage of completion methodology is highly desirable
- Experience with Yardi Voyager highly desirable
- Proficiency in Microsoft Office, especially Excel is required

Abilities:

- General knowledge of accounting principles as applied to real estate
- Ability to manage multiple projects and work well under pressure
- Strong interpersonal, verbal and written communication skills; must be able to write effective correspondence and communicate efficiently at all levels
- Strong attention to detail and process; demonstrated accuracy and thoroughness in work
- Self-starter with strong organizational skills
- Strong service orientation to internal and external customers
- Ability to adapt, with strong willingness to learn and take on new challenges, to acknowledge feedback and accept change in a positive manner
- Ability to go to source documents and trace through transactions and contracts