

CATELLUS MARYLAND, LLC
POSITION DESCRIPTION

Position:	Senior Accountant
Reports to (Position):	Controller at Catellus Development Corporation
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 of multiple entities involved in the development of a 2,100 acre data center campus and a 41 mile fiber optics loop, as well as the management entity, 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 both the Federal Income Tax basis of accounting and Generally Accepted Accounting Principles (GAAP) and ensuring clear appropriate documentation for the recognition of gains under the percentage of completion methodology as well as Accounting Standards Codification 606, *Revenue from Contracts with Customers* and others as applicable. They are responsible for each of the project and entity general ledgers, including 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 entities and projects, including consolidations, 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 either a percentage of completion method or under Accounting Standards Codification 606, *Revenue from Contracts with Customers*, or others as applicable. 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 cost of sales or expensing of jobs at the appropriate time.
- In conjunction with the Development Team, 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.

- Calculate fees due to the Manager, such Asset Management and Construction Management Fees
- 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 5 years of experience in accounting
- Strong process and controls knowledge
- Experience working for a real estate company - 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