



Accountant

ROLE AND PURPOSE

The Accountant, reporting to the Accounting Manager and the Controller, is responsible for managing the financials for a number of the Ben Kinney Companies entities. This includes managing payables and preparing monthly financial statements for their assigned entities. The Accountant will join a team of three Accountants, the Accounting Manager, and the Controller. This team works together closely to handle the financials for the Ben Kinney Companies.

DUTIES AND RESPONSIBILITIES

- Prepares financial statements for multiple Ben Kinney Companies entities, including payables/receivables, General Ledger, profit and loss, balance sheet, etc.
- Codes invoices, sets up new accounts, and reconciles accounts.
- Files required tax forms with federal, state, and local government agencies.
- Works with business partners to ensure smooth financial preparations.
- Follows established policies and procedures implemented both within the Accounting Department and throughout the company in regards to financials.
- Other duties as assigned.

SKILLS & COMPETENCIES

- Strong organizational skills and ability to prioritize workload in order to stay on schedule, meeting tight organizational deadlines.
- Ability to prioritize under deadlines
- Able to demonstrate attention to details and good record keeping
- Proficient in Microsoft Office (Word, Excel)
- Proficient in Google Suite (Gmail, Drive, Docs, Sheets)
- Quickbooks experience
- Team player who can collaborate with other teams in the organization.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management

QUALIFICATIONS

- Experience working in real estate businesses preferred but not required.
- BA degree in accounting or Accounting certification is also preferred.
- 1-3 years of accounting experience preferred.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position; typical work hours and days are Monday through Friday, 8:30am to 5:00pm. Some flexibility in hours is allowed.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. As a policy, the Ben Kinney Companies company does not sponsor employment visas.

Ben Kinney Companies Tech Division is an Equal Employment Opportunity employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, or national origin.