



Functional Role

Senior Accountant

Job Title: Senior Accountant
Reports To: Accounting Manager
Supervises: None
FLSA Status: Exempt
Department: Accounting
Prepared by/Date: HR July 2022

Approved by/Date: July 7, 2022

We are a *customer-centric* organization that builds value through proven success in *leadership, integrity, and adaptability*. Our *passion* is in selecting remarkable locations, using market driven research backed by innovative design and full-service offerings to create world class communities. Through unparalleled *perseverance*, our team takes *pride* in creating award winning residential experiences that improve the quality of life for our customers. At Ledgestone Development Group, we respect our customers and investors and the land.

JOB SUMMARY

As the Senior Accountant, you will be a valued member of our team and will build relationships with all internal and external customers. You must have superior attention to detail, a strong work ethic and a hands-on can-do attitude. Must be self-motivated, a problem solver and a team player. This position is responsible for direct recording, reconciliation and reporting of various aspects of the company's finances including tasks such as construction draws, monthly financial close procedures, cash & receivables management, administrative support, monthly financial reporting, and other duties or special projects as needed.

RESPONSIBILITIES

Draw preparation along with supplementary reports as needed.
Assist with weekly AP Batch payments.
Maintain accurate inter-company account balances and transactions.
Monitor bank transactions and reconcile bank accounts for all companies and projects.
Monitor and review monthly Receivables/Payables and construction loans for accuracy, adjustments, and/or corrections.
Prepare and maintain monthly recurring journal entries.
Reconcile Balance Sheet accounts
Assist with month-end and year-end accruals.
Support monthly and year-end close.
Assist with preparation of financial reports.
Assist with annual tax returns.
Support Controller with ad hoc reporting and analysis
Implement best practices, standards and procedures in all accounting functions and activities.
Research complex accounting issues and make recommendations to the Controller.

QUALIFICATIONS

- Minimum of five or more years' progressive experience in core accounting role required.
- 4-year degree in accounting or related field required.
- Cost Accounting experience preferred, home building a plus.
- Experience with Sage CR300, Quickbooks and Microsoft Excel.
- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of financial reporting.
- Excellent communication skills, both verbal and written.
- Detail oriented.
- Analytical and problem-solving skills.
- Ability to be organized and to multi-task.
- Ability to work in a fast-paced environment.
- Ability to work independently, as well as part of a team.

COMPETENCIES

- Organizing and prioritizing
- Attention to detail and accuracy
- Confidentiality
- Judgment
- Communication skills
- Information management skills
- Problem-solving skills
- Team work
- Ability to meet deadlines