



## **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