

Job Specification Staff/Senior Accountant

Company Description	RealManage is a property management firm that manages over 300 community associations from under 100 units to over 7,000 units in Arizona, California, Colorado, Florida, Louisiana and Texas, including homeowner associations (HOAs), condominium associations, cooperatives, luxury high-rises, municipal utility districts and large master-planned communities.
Work Location	Addison, TX
Title	Staff/Senior Accountant
Reports to	Dir. Of Accounting Services Group
Responsibilities	<ul style="list-style-type: none"> • Accounting degree (4 or 5 year) • 2-4 years experience • Demonstrated experience with A/R, A/P, G/L, financial reporting, and cash management • Hands on experience with a mid to upper tier accounting software package • Exceptional computer skills, especially Microsoft Office (power user) • Excellent grasp of accounting theory • Strong organizational skills • Ability to multi-task • Multi-entity experience • Be able to work well in a dynamic, high growth environment CPA a plus
Requirements	<p>The Staff/Senior Accountant's scope includes financial reporting and P&L/ Balance Sheet analysis for multiple entities in a highly automated environment. This position will interface with Corporate Accounts Payable & Receivable, Transition Accounting, Community Managers (CAMs), and Management on financial matters. Company utilizes high end proprietary software within a casual work environment.</p> <p>This is a 'hands-on' position from an accounting perspective.</p> <ul style="list-style-type: none"> • Journal entries • Month-end close (Initial and subsequent) • General ledger and P&L mapping • Cash to Accrual accounting conversion • Annual Budget compilation & variance analysis • Bank reconciliations • Preparation of monthly Financial Reports • Part of approval chain for A/P & A/R • Cash management • Financial liaison to field operations • Consultant to client boards • Interaction with external auditors and tax return preparers
Benefits Summary	<ul style="list-style-type: none"> • Health and Dental Insurance: Blue Cross Blue Shield • Life Insurance – Ft. Dearborn Life • 401(k) Program