



Sundance Square is seeking qualified individuals looking for a rewarding career in the heart of downtown Fort Worth. The Sundance Square team creates a safe environment for all through training, vigilance, and teamwork, while always maintaining a professional demeanor. We are dedicated to serving the residents, tenants, and visitors of Sundance Square.

We pride ourselves in providing a sense of security for all members of our community and visitors to enjoy our shopping, dining, and entertainment venues.

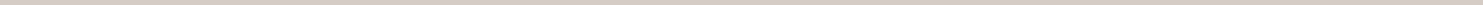
Sundance Square offers great pay, excellent benefits, and ongoing professional development in a collaborative team culture.

To apply, please review the relevant job description. **Next, submit a resume and cover letter to [info@sundancesquare.com](mailto:info@sundancesquare.com).** Please make sure to include **the position's title** in the subject line of your email.

# Sundance Square

Staff Accountant

Fort Worth, Texas



## Staff Accountant Overview

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Sundance Square has become a model for urban development, creating a large cultural and economic impact on the city of Fort Worth.

As the Staff Accountant you will report directly to the Accounting Manager of Sundance Square Management.

## The Staff Accountant Role

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The Staff Accountant must be self-motivated, enjoy working with others, have outstanding communication skills (written and verbal) and have high attention to detail. The Staff Accountant must work well within a cross-cultural team environment.

### **In this role the Staff Accountant's primary job responsibilities include:**

- Daily cash reporting
- Maintaining a 13-Week cash forecast
- Periodic historical reporting on Sources & Uses of Cash
- Setting up vendor payments via wires
- Printing A/P checks and submitting to authorized signors
- Credit card administration
  - Assist in monitoring credit card activity
  - Alert management of any suspicious activity
  - Alert management of corporate card nearing limits
- Maintaining Expensify (portal for company credit cards and employee expense reports)
  - Monthly reconciliation to credit cards and accounting
  - Monitors users' compliance with policies within expensify
- Bank reconciliations
- Assist with the monthly closing and reporting cycle.
- Prepare financial analyses for the properties.
- Day to day communication with peer at JPMorgan on banking and administrative issues.

In addition to performing the key responsibilities of this position, the Staff Accountant must exemplify our values and guiding principles to ultimately ensure the fulfillment of our purpose.

### **Required Knowledge, Skills and Abilities (Qualifications)**

- Accounting degree and minimum 2 years in the field
- Previous cash management and bank reconciliation experience a Plus
- Full Cycle accounting experience
- Excellent with Excel and other Microsoft Programs
- Deadline driven
- Exceptional verbal / written communication skills, and attention to detail
- Ability to communicate effectively with Executives, business partners, and other stakeholders
- Yardi software and/or property accounting experience a Plus

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Generally required to stand, walk, sit, climb, carry, use hands, handle documents, bend and stoop as needed, and reach with hands and arms
- Must be able to verbally communicate with others and exchange accurate information
- Ability to receive detailed information through oral communication, and to distinguish sound and perceive the nature of sounds at normal speaking levels with or without correction

### **Work Environment**

The work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit at a computer for an extended period of time

\*Must be able to perform all of the essential duties of the job with or without reasonable accommodation

### **Equal Opportunity Statement**

Sundance Square Management and Sundance Square Security are both Equal Opportunity Employers. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs, both do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.