



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.** Please make sure to include **the position's title** in the subject line of your email.

Sundance Square

Senior Accountant / Supervisor

Fort Worth, Texas



Senior Accountant / Supervisor Overview

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

As the Senior Accountant / Supervisor you will report directly to the Property Controller of Sundance Square Management.

The Senior Accountant / Supervisor Role

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

In this role the Senior Accountant / Supervisor's primary job responsibilities include:

- Assist in communications with tenants as well as internal leaders and outside attorneys regarding tenant financial matters.
- Supervise one staff accountant primarily responsible for the AR function.
- Review and approve the monthly tenant billing process.
- Review tenant cash receipt postings
- Maintain/review accounting for Sundance Square properties and corporate departments using Yardi property management/general ledger system. This includes reviewing the monthly general ledger and preparing all accruals and correcting journal entries.
- Prepare general ledger reconciliations and income statement variance analyses.
- Assist with the monthly closing and financial statement preparation.
- Prepare financial analyses for the properties.
- Assist with the review of general ledger coding on invoices before data entry on AP system.
- File Sales & Use Tax Returns.
- Assist with the annual budgeting process.

In addition to performing the key responsibilities of this position, the Senior Accountant / Supervisor 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 5 years in the field
- Experience supervising staff
- Full Cycle accounting experience
- A/R experience is a Plus
- Knowledge of recording journal entries is a Plus
- Detailed oriented
- Analytical skills
- Work under minimum supervision
- Excellent with Excel and other Microsoft Programs
- Deadline driven
- Yardi software and/or property accounting experience a Plus
- Strong organizational skills
- Problem-solving approach
- Must be available for overtime, weekends, or evening work (if needed) at peak times

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 is a typical business office. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

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.