Sundance Square

Senior Accountant

Fort Worth, Texas

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

The Senior Accountant Role

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

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

- Maintain/review accounting for Sundance Square properties and corporate departments using Yardi property management/general ledger system. This includes working with the full-cyle accounting.
- Prepares and records asset, liability, revenue, and expenses journal entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
- Analyze complex financial reports and records.
- Prepare general ledger reconciliations and income statement variance analyses.
- Work with the monthly closing and financial statement preparation.
- Prepare financial analyses for the properties.

In addition to performing the key responsibilities of this position, the Senior 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 3 years in the field
- CPA Candidate
- Full Cycle accounting experience
- Knowledge of recording journal entries is a Plus
- Multi-entity experience
- Detailed oriented
- Analytical skills
- Work under minimum supervision
- Excellent with Excel and other Microsoft Programs
- Deadline driven
- Able to handle multiple tasks in a fast-paced and high-energy work environment
- Yardi software and/or property accounting experience a Plus
- QuickBooks Online
- 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