

Staff Accountant

Job Type

Full-time

Description

Osprey Management has an immediate opening for a Staff Accountant. The Staff Accountant is responsible for recording/reviewing transactions and maintaining financial procedures and confirming financial compliance through preparation of a company's reports and statements.

Staff Accountant Compensation:

- Starting Salary of \$50,000-\$60,000 per year
- Generous Monthly Bonus Opportunities
- Medical benefits in the amount of \$500 per month
- Dental, Vision and other supplementary benefits available
- Holiday Pay
- Paid Time Off (PTO)
- Work/Home Life Balance

****THIS IS NOT A REMOTE POSITION. ROLE REQUIRES YOU TO BE IN OFFICE. OUR OFFICE IS LOCATED IN SUMMERLIN****

Staff Accountant Responsibilities: Basic Accounting Functions

- Prepare journal entries for general ledger in a timely manner
- Maintains general ledger accounts including by closely tracking accounts receivable and accounts payable details and control accounts
- Perform account reconciliations including reconciling bank accounts
- Review financial information prepared by asset management staff, accounts payable staff, accounts receivable staff, and others as needed
- Prepare, maintain, and enter fixed asset data including depreciation and amortization schedules as needed
- Prepare and implement reporting calendars that outline key tasks and timelines for monthly, quarterly, and annual financial reporting
- Assist with preparation of accurate books and records, monthly/quarterly/annual financial statements including footnotes, tax returns, and information or analysis for internal and external audit
- Provide financial reports and analysis to company leadership
- Assist in the preparation and review of materials used in investor reporting
- Assist with creating and compiling information for regular covenant compliance and financial reporting provided to the company's lenders
- Evaluate and ensure appropriate accounting methodologies are followed and are consistent with best practices and accounting standards and guidance

- Regularly analyze the need for accounting policies and procedures; write and regularly review accounting policies and procedures
- Provide guidance, training, and oversight to staff as needed to ensure accurate and timely financial information and reporting
- Draft accounting memos for internal and external audiences
- Bachelor's degree in accounting or related field
- Real Estate accounting experience preferred
- Proficient in Sage or other similar accounting software and Microsoft Suite
- Previous experience in accounting or other related fields
- Fundamental and tax basis of accounting and knowledge of GAAP
- Detail and deadline-oriented
- Experience with financial statements
- Strong analytical and problem solving skills

Staff Accountant Responsibilities: Financial Reporting

- Prepare and implement reporting calendars that outline key tasks and timelines for monthly, quarterly, and annual financial reporting
- Assist with preparation of accurate books and records, monthly/quarterly/annual financial statements including footnotes, tax returns, and information or analysis for internal and external audit
- Provide financial reports and analysis to company leadership
- Assist in the preparation and review of materials used in investor reporting
- Assist with creating and compiling information for regular covenant compliance and financial reporting provided to the company's lenders

Staff Accountant Responsibilities: Policies & Procedures

- Evaluate and ensure appropriate accounting methodologies are followed and are consistent with best practices and accounting standards and guidance
- Regularly analyze the need for accounting policies and procedures; write and regularly review accounting policies and procedures
- Provide guidance, training, and oversight to staff as needed to ensure accurate and timely financial information and reporting
- Draft accounting memos for internal and external audiences

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- Experience with financial statements
- Strong analytical and problem solving skills
- This is not a remote position

Osprey Management is a full-service, commercial real estate firm that delivers highly specialized Property Management Services and focuses primarily on Manufactured Housing and Self-Storage. We own and operate 74 properties across 22 states.