

POSITION DESCRIPTION FOR SENIOR ACCOUNTANT

Title: Senior Accountant
Department: Accounting
Reports To: Accounting Manager

Function:

The Senior Accountant performs advanced accounting and financial analysis for a publicly traded real estate investment trust ("REIT"). Primary responsibilities include accounting for fixed assets and real estate taxes, including coordination with third-party real estate tax consultants; maintaining financials for a portfolio of REIT entities; preparing monthly, quarterly and annual reports and footnotes; and coordinating with the third-party SOX and internal audit provider. The candidate must have broad conceptual judgment, initiative, and the ability to manage sensitive and confidential financial matters.

Responsibilities:

- Assists the Accounting Managers in the overall financial management, analysis, and reporting for a publicly traded REIT.
- Maintains general ledger and journals and monitors asset, liability, income and expense accounts for discrepancies for real estate taxes and fixed assets for a portfolio of REIT entities.
- Produces accurate financial analyses, reconciliations, schedules, reports and footnotes on a monthly, quarterly or annual basis to include balance sheet accounts and significant or material income statement accounts.
- Assists in the preparation and review of the Company's quarterly 10-Q financial reporting and review process and annual 10-K reporting and audit process.
- Performs quality control of financial and performance measurement reports.
- Adheres to GAAP and the Company's accounting practices to ensure that accounting policies, effective controls and efficient procedures are implemented and enforced to safeguard company assets and comply with the provisions of the Sarbanes-Oxley Act of 2002 ("SOX").
- Works closely with third-party real estate tax consultants in administering the Company's real estate tax appeals program.
- Works closely with a third-party provider in administering the Company's SOX and internal audit program.
- Identifies and recommends process improvement initiatives designed to enhance the level of service provided by the accounting team, strengthen internal controls, make accounting processes more efficient, or enhance business reporting.
- Communicates complex financial data to non-financial management and associates.
- Produces ad hoc reports as required for internal uses and external parties, including auditors, consultants, government agencies, etc.
- Researches complex accounting issues and undertake special projects, as required.
- Performs other related duties as assigned.

Skills:

- Knowledge of accounting best practices, principles, practices and methodologies including a thorough knowledge of GAAP
- Demonstrated aptitude to prepare and analyze complex financial reports.
- Excellent interpersonal, verbal and written communication skills.
- Ability to work effectively and contribute to a team-oriented environment in a fast-paced and changing business climate.
- Ability to multi-task, manage multiple priorities, with a proven record of completing projects on time.
- Highly organized, flexible and detail-oriented individual who can perform and execute under pressure to meet tight deadlines.
- Experience with real estate taxes a plus.
- Experience with SOX and internal audit a plus.
- Experience with financial and accounting reporting systems. Experience with YARDI a plus.
- Proficient in Microsoft Office applications.

Education:

- Bachelors Degree in Accounting or eligible to sit for CPA exam.
- CPA would be a plus.

Experience:

- Three to five (3-5) years' progressive finance and accounting experience required.
- Experience in the hotel or commercial real estate investment industry would be a plus.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.