



JOB TITLE: Senior Accountant
REPORTS TO: Director of Accounting
LOCATION: Dallas Corporate Office

POSITION SUMMARY

The Senior Accountant performs GAAP, IFRS, or tax based accounting for retail and mixed use real estate partnerships owned or managed by Cypress Equities. This position prepares monthly financial statements and supporting schedules, reconciles general ledger to sub-ledgers, reviews general ledger integrity, and may assist management with special projects.

ESSENTIAL DUTIES

The following is a position overview and not meant to capture all of the job specifics:

- Create and maintain supporting schedules to the financial statements
- Prepare and record monthly accrual, amortization, and depreciation entries
- Prepare financial reporting packages including balance sheets, statements of operations, and equity roll-forwards tied to supporting schedules
- Review invoices for proper coding
- Prepare external reporting packages to lenders and partners
- Review aged receivables and work with property managers to ensure reporting accuracy
- Review and maintain accurate monthly general ledgers
- Review legal agreements to ensure they meet reporting requirements
- Assist in the preparation of consolidated fund operating statements
- Assist in the annual audit and tax preparation process
- Participates as needed on other projects and duties as assigned

EDUCATION AND EXPERIENCE

- Related bachelor's degree; accounting preferred
- Three to five years related experience preferably with time spent in public accounting
- Three to five years' experience with journal entries, general ledgers, and financial statements
- Three to five years' working with Microsoft Office with an intermediate to advanced expertise in Excel
- One to three years' using Timberline or equivalent accounting software
- IFRS experience a plus

SKILLS AND COMPETENCIES

- Exceptional organizational and interpersonal skills with a preference for working in a fast-paced environment, being proactive and collaborating with team members and members of management
- Strong business acumen and professional demeanor

- Professional ability in written and oral communications
- Sound critical thinking and analytical ability

CERTIFICATES, LICENSES AND REGISTRATIONS

CPA preferred

Please send resume to: careers@cypressequities.com

No Phone Calls. No Agencies. EOE