



## Senior Accountant

Bear Real Estate Group is the fastest growing, privately owned, property management company in southeastern Wisconsin. We have an opportunity for an experienced Senior Accountant to provide accounting expertise to lead all accounting matters related to the firm's national portfolio of properties financed, utilizing low-income housing tax credits.

### Essential Duties and Responsibilities:

- Manage the process with external auditors and tax preparers during annual audits and quarterly reviews, including completing required audit schedules, work papers and other documentation for 25+ LIHTC properties and 1,500+ units
- Coordinate applicable accounting requirements for new developments utilizing LIHTC (e.g. 10% test and cost certifications)
- Review monthly, quarterly and annual financial statements
- Prepare/Compile supplemental investor and reporting packages
- Work with 3<sup>rd</sup> party audit firms to accurately record depreciation of fixed assets
- Work closely with development and property management teams to create opening entries for new properties and accurately record construction activity
- Participate in budgeting and forecasting
- Roll up monthly financial data into asset management software
- Maintain and update Real Estate Owned schedule
- Assist in preparation/review of variance analysis for each property and operating company
- Assist in preparation/review of cash flow forecasts for each property and operating company
- Assist with special projects and provide support to other real estate related activities

### Qualifications:

- Real Estate accounting experience 3+ years (preferably development / constructions)
- BS in Accounting required
- Prior experience with Low Income Housing Tax Credits
- Excellent organizational skills with ability to work independently and multi-task in a complex, fast-paced, and deadline-driven environment
- Strong written and verbal communication skills and time management skills
- Proficiency in Microsoft Excel and Word; knowledge of Argus Real Estate software a plus

**This is a full-time position based in Kenosha Wisconsin. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. This job operates in a professional office environment.**

### Benefits:

- Medical, Dental and Vision Insurance
- Vacation and Personal days
- Employer matching 401k retirement plan
- Bonus and Incentive Opportunities

**In order to ensure a quick response to your inquiry; when applying for this role, kindly include the following information:**

- Resume
- Current/desired salary
- Send your resume to: [jderickson@beardevelopment.com](mailto:jderickson@beardevelopment.com)

Bear Real Estate Group provides equal employment opportunity to all persons. No employee or applicant for employment will be discriminated against because of race, creed, origin, marital status, sexual orientation, age, otherwise qualified disabled or veteran status or any other characteristic protected by law.