

Job Description

Position:

Fund Manager – Finance Department

Position Overview:

While collaborating with and reporting to various members of the Rockbridge accounting staff, this individual will be responsible for accounting activities relating to the hospitality investments in Rockbridge Real Estate Fund, Rockbridge Real Estate Fund II, Rockbridge Real Estate Fund III, Rockbridge Real Estate Fund IV and/or Rockbridge Real Estate Fund VI.

Key Responsibilities:

- Reviewing and analyzing the monthly/quarterly/annual financial statements and trial balances provided by our investments' hotel management companies;
- Recording journal entries and preparing analyses and/or account reconciliations for Fund-level activities & periodic investment performance;
- Utilizing financial reporting software to prepare Fund financial statements and other quarterly reporting requirements;
- Assisting with the design and implementation of process improvements and efficiencies within the monthly, quarterly and annual financial reporting cycles;
- Additional responsibilities at year-end may include preparing support for the Funds' annual audit/tax cycle, compiling footnote supporting documentation, assisting in Annual Report writing, researching authoritative accounting guidance and preparing/providing supporting documentation to external auditors;
- Effectively communicating and, with the assistance of Rockbridge accounting staff, resolving any conflicts or issues noted as a result of the above;
- Assisting with special projects as requested by management.

Candidate Qualifications:

- The ideal candidate will be a team player with the ability to interact professionally with Rockbridge team members, auditors and tax professionals. He or she will be responsible for analyzing confidential data whereby a high degree of discretion must be exercised.
- 4-year degree in Accounting, Finance, Business Administration or related area
- Two to five years of related experience
- CPA preferred
- Big-Four or large regional public accounting background preferred
- Excellent verbal and written communication skills
- Strong analytical, problem solving and organizational skills with a high degree of integrity
- Detail-oriented and hands on
- Excellent computer skills, with an emphasis on Microsoft Excel and Dynamics GP (Great Plains)

Company Overview:

Rockbridge is an investment platform with over 20 years of experience investing in real estate and operating companies. We've made more than 340 investments in 44 states in transactions worth more than \$5 billion. Through our deep in-house experience and strong relationships, we have delivered a long track record of attractive risk-adjusted returns across multiple cycles. For additional information about Rockbridge, visit www.rockbridgecapital.com.

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