

Job Description

Position:

Accounting Manager

Position Overview:

To support the Finance Team in supervising and oversight of general ledger accounting, financial statement preparation and managerial reports.

Key Responsibilities:

- Ensure accurate completion of month-end journal entries, balancing and completion of the month-end closing process
- Review monthly bank reconciliations, account and variance analysis
- Management of the accounts payable, accounts receivable, payroll and employee expense reimbursements processes
- Preparation of financial statement, schedule and footnotes for monthly and annual reporting
- Management of the annual audit and tax return processing
- Lead the annual budgeting and monthly forecasting process
- Other responsibilities include:
 - Allocations, projections, modeling, income and expense analysis
 - Responsible for the maintenance and accuracy of accruals including support of methodologies and assumptions
 - Accounting, financial and operational information necessary to evaluate and manage the business
 - Responsible for managing a staff of 1 to 2 team members

Candidate Qualifications:

- Minimum education requirement is a college degree (B.A. or B.S.) in Accounting
- 5 - 7 years of accounting experience
- Certified Public Accountant, preferred
- Ability to handle multiple assignments simultaneously and effectively meet deadlines
- Strong interpersonal, organizational, and communication (written and oral) skills
- Exceptional analytical ability and attention to detail
- Ability to work independently, take initiative, set priorities and see projects through to completion
- Excellent computer skills, with emphasis on Microsoft Dynamics and Microsoft Excel, preferred

Company Overview:

Rockbridge is a private equity firm that invests in hotels. Over the past 20+ years, we've made more than 330 debt and equity hotel investments in 44 states in transactions worth more than \$5 billion. Through our deep in-house experience and strong foundation of industry relationships, we have delivered a track record of attractive risk-adjusted returns across multiple cycles and are well-positioned to continue to be a leading investor in hospitality.

Contact Information: resume@rockbridgecapital.com