

## Job Description

### Position:

Fund Accountant

### Position Overview:

While collaborating with and reporting to various members of the Rockbridge accounting staff, this individual will be responsible for accounting and investor reporting activities relating to the Rockbridge hospitality funds and their underlying investments.

### Key Responsibilities:

- Recording journal entries, investigating discrepancies and preparing account reconciliations for all fund-level activity.
- Reviewing and coding transactions for proper entry into accounting software by AP or AR personnel.
- Utilizing financial reporting software and Microsoft Excel to prepare 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.
- Assisting with the preparation and system processing of individual investor reports related to capital activity and period end financial reporting.
- Preparing support for the funds' annual audit/tax cycle, compiling footnote supporting documentation, assisting in annual report writing and researching authoritative accounting guidance;
- Assisting with the review and analysis of monthly/quarterly/annual financial statements and trial balances provided by our investments' hotel management companies;
- Effectively communicating and, with the assistance of Rockbridge accounting staff, answering investor requests.
- 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.
- 4-year degree in Accounting, Finance, Business Administration or related area
- CPA preferred
- Big-Four or large regional public accounting background preferred
- Two to five years of related experience
- 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 nearly two decades of experience investing in real estate and operating companies. We've made over 200 investments in 38 states in transactions worth approximately \$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.

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