

Job Description

Position:

Staff Accountant - Finance Team

Position Overview:

To support the Finance Team in carrying out the responsibilities of general ledger accounting, financial statement preparation and managerial reports.

Key Responsibilities:

- Month-end journal entries, balancing and completion of the month-end closing process
- Preparation of monthly bank reconciliations, account and variance analysis
- Management of the accounts payable, accounts receivable and employee expense reimbursements processes
- Financial statement, schedule and footnote preparation for monthly and annual reporting
- Audit and tax return processing
- Management of the annual budgeting process
- Other responsibilities include:
 - Allocations, projections, forecasting, modeling, income and expense analysis
 - Accounting for accruals, including support of methodologies and assumptions employed
 - Accounting, financial and operational information necessary to evaluate and manage the business

Candidate Qualifications:

- Minimum education requirement is a college degree (B.A. or B.S.) in Accounting, Finance, Business Administration or related area
- 3 – 5 years of accounting experience
- 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 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. For additional information about Rockbridge, visit www.rockbridgecapital.com.

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