

**Position:**

Accountant – Finance Team

**Position Overview:**

To support the Investment Servicing Manager in performing various collection, tracking and input of hotel related financial and performance data. This position will also be responsible for multiple types of document compliance as well as multiple reporting responsibilities.

**Key Responsibilities:**

- Assume responsibility for ensuring compliance with loan and fund financial and administrative requirements
- Review and understand various legal document provisions to be able to monitor and report various loan covenant compliance requirements
- Manage multiple compliance deadlines through reporting and administration of the master compliance tracking list and calendar
- Assemble and complete various reporting requirements for lenders, brokers, internal customers, etc.
- Oversee and/or perform (as necessary) monthly compilation and input of asset and fund-related financial statements, market data and other asset level performance and statistical data
- Work closely with the Rockbridge asset management team members to compile and complete asset and portfolio-level reporting
- Support and collaborate with Rockbridge's Finance, Capital Markets, Risk Management, Loan Servicing, and Investment teams
- Assist the Asset Management team with ad-hoc analytical support as necessary

**Job Requirements:**

- College degree (B.A. or B.S.) in Accounting, Finance, Business Administration or related area is strongly preferred
- 3 – 5 years of related business experience, preferably accounting/data analysis related
- Flexible and adept at multi-tasking in a deadline-sensitive environment
- Strong experience in financial statement analysis and understanding
- Strong interpersonal, organizational, and communication (written and oral) skills
- Ability to excel in a fast paced environment
- Exceptional analytical ability and attention to detail
- Hospitality experience a plus
- Ability to work independently, take initiative, set priorities and see projects through to completion
- Experience with databases a plus
- Highly motivated for success
- Strong computer skills, particularly Microsoft Excel (advanced proficiency)

**Company Overview:**

Rockbridge is an integrated hotel investment firm that has executed on over 325 hotel investments in the U.S. over the past two decades. Since 1992, Rockbridge's team has invested nearly \$3 billion in the hospitality industry as part of approximately \$5 billion of total transaction capitalization. The principals of Rockbridge have formed and managed ten hospitality-focused investment funds across multiple platforms with predominantly institutional investors. For additional information about Rockbridge, visit [www.rockbridgecapital.com](http://www.rockbridgecapital.com).

**Contact Information:** [resume@rockbridgecapital.com](mailto:resume@rockbridgecapital.com)