

## Job Description

### Position:

Fund Accountant – 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 and/or BridgePoint Hospitality.

### Key Responsibilities:

- Reviewing and analyzing the monthly/quarterly/annual financial statements and trial balances provided by our investments' hotel management companies;
- Recording journal entries for Fund-level cash activity & periodic investment performance;
- Utilizing financial reporting software to prepare Fund financial statements and other quarterly reporting requirements;
- 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 and researching authoritative accounting guidance;
- 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
- 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 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.

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