

Oppidan Staff Accountant Job Description

Job Title: Department: Staff Accountant
Reports to: Oppidan Finance & Accounting Department
Corporate Controller

SEND RESUME HERE:

resume@oppidan.com

Position Summary

Oppidan is looking for the right candidate to hire for a Staff Accountant. This position will be responsible for assisting with various accounting functionalities including, but not limited to, financial reports, records, and general ledgers. While performing general bookkeeping and billing activities, such as accounts payable and receivable. This position will report to Corporate Controller and is expected to possess strong analytical skills, high level of attention to detail and maintain a strong line of communication. They are also expected to protect organization's value by keeping information confidential.

Position Responsibilities

Responsibilities include, but are not limited to:

- **General Accounting**
 - Communicate and coordinate accounting policies, practices and procedures with company managers, vendors, and clients.
 - Aid in determining workflow procedures for Accounting Department to improve efficiency.
 - Collaborate with internal departments (Development/Construction):
 - Track project costs
 - Track budgeted entitlement costs
 - Manage cost proposals
 - Compile composite reports for management or government agencies as needed
 - Provide accounting support for Oppidan projects by reviewing financial information and assisting with obtaining supplementary information for the preparation of financial statements
 - Assist in month end closings
 - Research open accounting items and recognize potential issues and/or conflicts to help minimize future issues
- **Accounts Payable/Receivable**
 - Review all invoices for appropriate documentation and approvals prior to payment
 - Prepare payments by accruing expenses as necessary; assigning account numbers; request disbursements; reconciling accounts as needed
 - Prioritize invoices according to cash discount potential and payment terms
 - Process check requests accurately and in a timely manner.

- Code and process credit card bills
- Monitor and process employee expense reports
- 1099 maintenance
- Respond to all vendor inquiries
- Track and book accounts receivables
- Reconcile vendor statements, research and correct discrepancies
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist with other projects as needed

Qualifications and Skills

- A Bachelor's degree in Accounting, preferred
- Commercial Real Estate experience, preferred
- 2+ years' experience in accounting or related field
- Excellent written and verbal communication skills
- Analytical with strong organizational skills and attention to detail
- Ability to multi-task and work in a challenging fast paced environment.
- Possess strong confidentiality

Computer Skills

Proficient computers skills. Knowledge with Office 365 Suite and SAGE 300CRE preferred.

Benefits

Opportunity to participate in Company offered benefits package. This includes Health, Dental, Vision, Dependent Care Flex Spending, Life, STD, and LTD Insurance, 401(k) Savings Plan. Eligibility dates for these programs is generally the first of the month after 30 days, and the details will be explained when you start. 401(k) participation is after 1 year of employment.

Oppidan provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please apply by sending resume to resume@oppidan.com