
Investment Accountant

Job Description:

The Investment Accountant is responsible for the day-to-day accounting and financial reporting for HLCI's assets and partnerships, as well as assisting with various acquisition and disposition items.

Supervision:

Reports to: CFO and/or Associate

General Qualifications Required:

Education: Master's degree in accounting required and CPA candidate preferred.

Experience: College grad and/or 1-2 years accounting experience, real estate accounting experience preferred

Skills/Behaviors: Strong proficiency in the use of Excel
QuickBooks experience is a plus
Excellent verbal and written communication skills
Ability to prioritize work and meet deadlines
Strong attention to detail
Strong work ethic

Major Areas of Responsibility:

- Monthly:
 - Prepare bank reconciliations
 - Cash management and tracking
 - Line of Credit interest reconciliation
 - Process partnership and land entity invoices
 - Complete financials for partnerships and land entities
 - Review and oversee development draws
 - Review and approve asset capital draws
 - Review asset financials and complete financial analysis

- Quarterly:
 - Reconcile balance sheet for partnership entities to ensure investment accounts tie to asset entities
 - Reconcile asset sources / uses and prepare check requests for distributions
 - Process distributions for partnership entities
 - Reconcile Investor capital accounts
 - Prepare quarterly debt compliance certificates and financial reporting packages

- Yearly:

- Prepare annual debt compliance certificates and financial reporting packages
 - Prepare tax workpapers for assets and partnerships
 - Enter tax adjusting journal entries for all partnerships
 - Distribute K-1s to Investors
- Miscellaneous:
- Partnership capital calls
 - Line of Credit draws
 - Assist with acquisition post-closing and transition items
 - New bank account set-up
 - Assist with compiling disposition due diligence information
 - Process sale distributions
 - Other duties as assigned