



**Holt Lunsford Commercial Inc  
Senior Accountant  
(Exempt)**

**Job Description**

A division of Holt Lunsford Commercial, Holt Lunsford Holdings is a single-family office in Dallas, TX. The family office manages investments in commercial real estate, private equity, operating companies, aviation, and others. The Senior Accountant will be responsible for maintaining the books and records of several entities under the family office. In addition, the senior accountant will manage the treasury (cash management) function of the family office. A successful candidate will be well organized and detail oriented.

**Supervision**

**Reports to:** Senior Associate / CEO

**Responsible for:** N/A

**General Qualifications Required**

**Education:** Bachelor's degree in Accounting or Finance or multiple years of accounting/bookkeeping experience.

**Licensing:** Valid driver's license

**Experience:** Minimum one (1) year of accounting/bookkeeping experience

**Skills/Behaviors**

- Knowledge of Generally Accepted Accounting Principles (GAAP) with experience in bookkeeping and accounting software, QuickBooks preferred
- Intermediate to advanced excel skills with a desire to continue improving and enhancing skill set
- Self-starter with initiative, flexible, and a thirst for knowledge
- Outstanding organizational skills with extreme attention to detail and adaptability in face of changing priorities
- Ability to communicate clearly and effectively in a professional manner
- Strong critical thinking skills, detail, and team oriented
- High level of confidentiality, discernment, and judgment
- Experience in managing multiple tasks while maintaining a high-quality work product
- Maintain a professional demeanor and a polished appearance



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**Major Areas of Responsibility**

- Maintain the QuickBooks files for multiple entities, including posting journal entries and compiling financial statements.
- Managing the payroll process for a small operating company.
- Managing AR/AP function for multiple entities.
- Reconcile bank accounts monthly across multiple entities
- Compile and review monthly financial package for distribution for one operating company.
- Maintain monthly analytical spreadsheets (aircraft, debt, investments, credit cards, etc.)
- Produce ad-hoc reports to support strategic decision making
- Consolidate, report, and analyze on current and past financial data and performance
- Assist in annual budgeting and planning process
- Maintain budget and reforecast data in QuickBooks
- Maintain monthly cash flow analysis
- Support outside vendors (CPAs, Lawyers, etc.) for various tasks (income tax preparation, estate planning, etc.)
- Build strong relationships with managers of all entities to create synergy and effective reporting
- Other duties as assigned.