



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

Job Description

To produce accurate and timely finance and accounting support for the company's insurance program, Insurance Agents, and outside brokers. To provide accurate and timely finance and accounting support for the company's leasing divisions and assist the Corporate Controller with the completion of monthly financial reports, annual budgets, forecasts, and financial analysis as needed.

Supervision

Reports to: Senior Controller, Corporate Accounting

Responsible for: N/A

General Qualifications Required

Education: Accounting Degree

Licensing: n/a

Experience: Minimum two (2) years of accounting and finance experience

Skills/Behaviors

- Professional written and verbal communication and people skills
- Strong work ethic and customer service skills
- Adaptable to changing conditions and focuses on key priorities
- Analytical skills and able to structure data and draw insightful conclusions
- Strong organization skills and ability to independently prioritize tasks to meet strict deadlines
- Experience using Sage Intacct (preferred)
- Strong Microsoft Office products (i.e., Excel VLOOKUP, SUMIF, pivot tables)

Major Areas of Responsibility

HL Insurance Agency:

- Prepare financial reports within 3 days of month end.
- Calculate agent commission payments for payroll.
- Maintain property statements of value and quarterly endorsements schedules of property additions and deletions to the program.
- Prepare invoices for insurance agents.
- Oversee agency disbursements and record agency payroll and benefits expenses to the general ledger.
- Prepare client invoices and proactively resolve issues related to past due collections.

HLC Leasing Divisions:

- Oversee the entry of Commissions Paid to Agents forms
- Book commissions expense and reconcile commissions revenue and expense on a weekly basis and for the monthly accounting close.
- Calculate and submit commissions reports for payroll processing 6 days prior to payday.
- Maintain employee and leasing agent records in the Company's accounting system.
- Distribute leasing division Accounts Receivable aging reports and obtain updates to expected collections dates.
- Provide explanations for all leasing receivables more than 60 days past due.
- Perform monthly allocations and client invoicing for CoStar and LoopNet invoices.



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Corporate Accounting:

- Calculate and prepare the upload for the Company's monthly 401k match contribution.
- Prepare monthly leasing division financial reports.
- Prepare monthly reconciliation and aging of the commissions payable account.
- Prepare quarterly analysis of leasing division revenue by submarket for corporate leadership.
- Assist the Controller with the preparation of leasing division and insurance program budget and forecast templates.
- Other duties as assigned.