



Investment Accountant

Job Description:

The Accountant will be working for the Holt Lunsford Commercial – Investments (“HLCI”) real estate team and is responsible for the day-to-day accounting and financial reporting for HLCI’s assets and partnerships, as well as assisting with various property acquisition and disposition items.

Reports to: CFO and AVP-Finance

General Qualifications Required:

Education: Bachelor’s degree in accounting preferred

Experience: College grad and/or 1-2 years accounting experience

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
- Prepare development draws
- Prepare asset capital draws
- Deposit checks and record cash receipts
- Input monthly capital activity in investor portal

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 documentation for third-party CPAs 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