



ACCOUNTANT JOB DESCRIPTION

JAIR LYNCH is a Washington, DC based urban regeneration company the responsibly transforms urban markets into extraordinary neighborhoods. The company is involved in real estate projects as a master planner, market/financial feasibility analyst, real estate advisor, development manager, construction manager and investor. To help us achieve our vision the company is in need of an Accountant with strong technical, work and personal skills. The Accountant will work under the direction of the company's Controller and Chief Financial Officer. For additional company information, please see the firm's website (www.jairlynch.com)

Primary Function

The Accountant will be responsible for preparing posting transactions to sub-ledgers (A/P, Cash Management, A/R, Payroll and Billing) and understanding impact to the general ledger. The Accountant must be able to work efficiently in a fast-paced, multi-task environment.

Duties & Responsibilities:

- Maintains financial security by following internal controls.
- Assists with inquiries relating to accounting procedure questions.
 - Prepares schedules for external monthly/periodic reporting activities.
 - Assist with annual/periodic audit preparation including compiling documentation and responding to requests.
- Prepares payments by verifying documentation, and requesting disbursements.
 - Manage document flow to ensure timely and accurate processing.
 - Process operational and project accounts payable of several separate entities, including ensuring vendors are compliant with regulatory and best practice guidelines.
 - Maintain electronic and hard copy A/P and check files for project and financial management.
 - Develop strong vendor relationships to assist in achieving budgetary and processing goals.
 - Integrate off-line payroll data into accounting system.
- Maintains proper receivable ledger balances by processing invoices and receipts
 - Ensures invoices are prepared that are reflective of the company's and the customer's requirements.
 - Works with Developers and clients to provide documentation for invoices.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Contributes to team effort by accomplishing related results as needed.

Qualifications

- B.A. or B.S. degree in accounting preferred; finance with at least 12 hours of accounting coursework is acceptable.
- Two years minimum accounting work experience, preferably in a real estate or construction setting; understanding of real estate structures and accounting issues is highly desirable.
- Microsoft Excel and MS Word skills are required. Timberline, MS Access, or MS PowerPoint a plus.
- Respect for and attention to details.
- Ability to prioritize/execute to achieve desired company and project goals with prudence and sense of urgency.
- Organized with problem-solving ability; specifically the ability to work as self starter.
- Desire to learn and grow professionally grow.

Salary & Benefits

Salary \$42,500-46,000. Must be willing to submit to/pass a complete background check. Benefits include health insurance, disability insurance and 401(K) plan.

If interested, email resume and a cover note with qualifications to tlh@jairlynch.com.