

Staff Accountant

Company Overview:

Oldham Goodwin Group, LLC is a holding company for a group of integrated companies that brokers, manages, develops, and invests in the real estate sector. Headquartered in Bryan/College Station, Texas, with additional offices in Houston and San Antonio to provide comprehensive brokerage, development, management, and investment services for a variety of property types, in emerging markets, throughout the state.

Position Overview:

The Staff Accountant is responsible for supporting the Controller in all accounting functions related to the commercial, multi-family, hospitality, and/or development departments.

Responsibilities/Duties:

- Monthly property closings and financial reporting in accordance with GAAP.
- Prepare and analyze property level balance sheet, income statement, and cash flow statements.
- Prepare property level bank reconciliations monthly.
- Create and book monthly property accruals and journal entries.
- Provides assistance to department management for establishing and entering annual budgets.
- Performs all other related duties/projects/reports as assigned by the Controller.
- Perform other duties as assigned to meet business needs including but not limited to tax audits (sales/use, hotel occupancy, beverage, etc.), creation/implementation of accounting specific policies/procedures, auditing on-site property management systems, etc.

Qualifications:

- BA or BS from a four-year college or university or related work experience.
- Knowledge of generally accepted accounting principles.
- Experience with hotel/hospitality or commercial/multi-family accounting a plus – specifically experience with Uniform System of Accounts for the Lodging Industry (USALI).
- Experience with M3 AccKnowledge accounting software a plus.
- Excellent communication skills. Skilled at establishing effective relationships with vendors and internal partners; promoting openness, trust and confidence in one's intentions. Requires effective reading, writing and oral comprehension.

- Strong analytical and reasoning skills with excellent problem solving skills.
- Ability to multitask efficiently.
- High degree of responsibility and initiative.
- Knowledge of or ability to learn property management and development accounting processes, including the use of specialized accounting software.

Work Hours: Full time hours- salaried position. Must be available to work evenings and on weekends according to the business needs of the company and for emergencies.