



Job Title:	Financial Analyst - Accountant
Job Description	
<p>Required Skills:</p> <ul style="list-style-type: none">➤ Finance and real estate analytics required➤ Applicant must have excellent organizational skills, be detailed and diligent in intercompany matters➤ Reports directly to the owner/president➤ Oversee all accounting cycle operations, assist with daily functions in the A/R and A/P departments➤ Assist staff with spreadsheets and general ledger balances➤ Cash flow reports and projections; maintain weekly cash flow reports➤ Maintain cost accounting and reports for all ongoing and completed jobs➤ Must maintain all capitalized assets and related depreciation schedules with assistance from external CPA firm➤ Responsible for WIP reporting and general ledgers for all companies➤ All employee time cards, payroll, weekly, Federal, state quarterly, and annual reports including W-2 reports well as 401k payments and reports and 1099 reporting➤ Maintain and create all financial payments, reports for all notes, mortgages, etc. for all entities➤ Responsible for all current insurance programs for ongoing projects and businesses➤ Coordinate all annual accounting for tax preparation by CPA firm at year-end for all entities➤ Will be responsible for preparing projections for future projects including capital needs, investor returns, and cash flow waterfalls➤ Must maintain all company internet/website passwords in an orderly manner and make them available to the owner	
<p>JOB QUALIFICATIONS:</p> <ul style="list-style-type: none">➤ Must have excellent organizational skills, detail oriented and diligent in intercompany matters➤ Strong written, verbal, and collaboration skills➤ 5 - 7 years of related experience➤ Fluency in Microsoft Office suite (Outlook, Excel, Word, etc.)➤ CPA and/or CCIFP designation preferred	