

## **CORPORATE ACCOUNTANT**

**The role of Corporate Accountant is an accounting position that will primarily focus on preparing and analyzing financial records for our company.**

### **COMPANY DESCRIPTION**

Southeast Venture is a full-service real estate company with three branches of service - real estate, design, and development. Guided by a mission of "Building Value by Valuing Relationships," we provide and coordinate delivery of brokerage, development, architecture, interior design, and property management services.

### **RESPONSIBILITIES**

1. Prepare and examine accounting records, financial statements, payroll taxes, and other financial reports.
2. Maintain workpapers and provide to tax accountant at year-end.
3. Responsible for preparing workpapers for annual Workers Comp audit.
4. Assemble 401(k) census information for annual report.
5. Prepare Personalty tax return.
6. Preparing billing for monthly architect and interior design fees for subsidiary.

### **QUALIFICATIONS**

- **Bachelor's degree in Accounting required. CPA is a plus, but not required.**
- Previous experience in accounting
- Fundamental knowledge of GAAP
- Experience with Deltek Vision or Yardi Voyager helpful
- Detail- and deadline-oriented
- Strong analytical and problem-solving skills

**Interested applicants should send resumes to Laura Ristvedt, [lrstvedt@southeastventure.com](mailto:lrstvedt@southeastventure.com) or visit [www.southeastventure.com/careers](http://www.southeastventure.com/careers)**