



Vertical Bridge Job Description

Job Title:	Corporate Accountant	Date:	03/15/22
Department:	Finance	Location:	Boca Raton
Reports To:	Accounting Supervisor	FLSA Status:	Exempt

Summary:

The Corporate Accountant is responsible for daily general accounting, journal entries, account reconciliations and audit support.

Job Functions:

1. Prepare journal entries as required
2. Assist with monthly account analysis and reconciliation of select general ledger accounts for multiple legal entities
3. Identify and review variances and exceptions. Work with peers and other departments to resolve and escalate to manager as necessary; offer ideas for resolution to correct exceptions and prevent recurrence of issues going forward
4. Assist with the preparation of financial statements
5. Prepare audit support and assist with questions as needed
6. Assist in identifying and implementing best practices related to internal controls
7. Document policies, procedures, and workflow for assigned area of responsibility
8. Assist management on special projects and other duties as assigned

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel

Education and Experience:

1. Four year degree preferred, preferably in Accounting or other related field
2. Minimum one year of accounting experience required, preferably in related industry such as real estate, leasing or telecommunications
3. Prior experience working with NetSuite, Dynamics AX or similar accounting system
4. Advanced knowledge of Excel and proficient with other MS Office suite products
5. Strong analytical and critical thinking skills
6. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively
7. Effective in an entrepreneurial culture, working independently and as part of a team

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Any offer of employment by Vertical Bridge is contingent on proof of COVID-19 vaccination by showing a COVID-19 Vaccination Record Card, immediately initiating the vaccination process, or requesting an exemption based on a qualifying medical condition or sincerely held religious belief