



Vertical Bridge Job Description

Job Title:	Corporate Accountant	Date:	1/9/2023
Department:	Finance	Location:	Boca Raton
Reports To:	Accounting Supervisor	FLSA Status:	Exempt

Summary:

The Corporate Accountant is responsible for daily general accounting including, but not limited to, fixed asset accounting, journal entries, account reconciliations and audit support.

Job Functions:

1. Assume fixed asset process which includes preparing schedules, capitalize fixed assets into the subledger, depreciation, and reconciliations.
2. Prepare journal entries for multiple accounts/entities.
3. Assist with monthly account analysis and reconciliation of select general ledger accounts for multiple legal entities.
4. 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.
5. Assist with the preparation of financial statements.
6. Prepare year-end audit support and assist with inquiries as needed.
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. Accounting experience with minimum of 2+ years - Fixed asset accounting experience preferred
2. Bachelor's Degree in accounting is required
3. Real Estate or similar industry experience is highly preferred
4. NetSuite or similar ERP system experience preferred
5. Strong detailed analytical skills, including advanced Excel skills
6. Position requires the ability to successfully manage multiple priorities
7. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively
8. Demonstrated mastery in multiple tasking and thorough individual who is a self-starter
9. Effective in an entrepreneurial culture, working independently and as part of a team

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