



### Job Description – Associate, Real Estate Accounting

White Oak Partners is a growing multifamily real estate investment firm with over \$2.4B AUM. We are looking for an **Associate** to join our growing team. This position is a new opportunity for an outstanding candidate looking to get into the real estate private equity field that has arisen due to rapid growth of the firm. The associate is responsible for preparing accurate and timely financial reports and maintaining the records for portfolio properties within a fund and the overall fund. This includes reporting, capital account maintenance, distribution calculations and the start-up and disposition of properties. This position will also monitor and maintain institutional level accounting and financial policies, procedures and reporting systems.

A critical element in this role will be continuous process improvement on an ongoing basis so the team can work effectively to provide quality service to its current and future partners.

#### *Essential Duties*

- Responsible for the full cycle of month-end, quarter-end and year-end closing activities for real estate funds/ JVs and portfolio of multifamily properties
  - Responsible for all financial reporting for real estate fund/JV and related portfolio properties
  - Manage and navigate partnership agreements as they pertain to accounting requirements and reporting, waterfalls and capital account tracking
  - Prepare and maintain compliance with schedule of deliverables
- Produce institutional quality GAAP/IFRS accounting for fund/JV and properties. Produce fund level consolidated income statements, balance sheets, account reconciliations, variance analysis and all supporting schedules for assigned funds, including:
  - Review financial statements of third-party property managers and initiate changes where necessary
    - Serve as liaison with 3rd party property management companies
  - Prepare journal entries and accruals for G/L, as needed
  - Review and understand replacement reserve draws for various lenders
  - Assist with annual budgets, variance analysis and work closely with the Operations Team
  - Review and approve depreciation/amortization schedules as well as fixed asset roll-forward schedules
  - Monitor property and fund level cash balances along with various funding requirements
- Prepare investor distributions on a monthly basis
- Monitor and report on loan covenant compliance
- Manage year-end audit report completion
- Assist in preparation of various tax filings
- Review processes and make changes to improve effectiveness and compliance
- Assist in special projects and perform ad-hoc analyses for assigned Funds/JVs and respective properties, as deemed necessary

#### *Education and Experience Requirements*

- Bachelor's degree with accounting major

*Note: Nothing in this job description restricts the right for management to assign or reassign duties and responsibilities to this job at any time.*

- Minimum of 1-3 years of accounting experience, with exposure to Real Estate preferred
  1. Understanding of GAAP required
  2. Audit and tax exposure required
- CPA preferred
- Software experience in Yardi or similar software is a plus
- Experience in real estate private equity is a plus

***Knowledge, Skills and Required Abilities***

- Ability to operate with a high degree of flexibility, adaptable to changing demands
- Working knowledge of generally accepted accounting principles (GAAP) and ability to implement the necessary principles and research technical issues.
- Familiarity with calculating promotes, cash flow waterfalls, and net asset values
- Ability to develop current supporting team members to effectively support your efforts
- Knowledge and ability to effectively perform tasks using Microsoft Office products (Excel, Word, etc.) and other company utilized systems, programs and software
- Self-starter and can work well independently as well as with others on a team
- Strong attention to detail and analytical ability to solve various problems
- Ability to work effectively with third party managers and lenders
- Ability to contribute to continued process improvement on an ongoing basis