



Job Description - Associate, Corporate Accounting

White Oak Partners is a growing multifamily real estate investment firm with over \$2.8B AUM. We are looking for an **Associate** to join our growing Accounting team. This position will be responsible for providing support to various aspects of the accounting department, which include, but are not limited to, accounts receivable, credit card transactions, monthly bank reconciliations and other account reconciliations and journal entries related to corporate accounting. This position will also monitor and maintain institutional level accounting and financial policies, procedures and reporting systems.

Essential Duties

- Month-end, quarter-end, and year-end close activities within corporate accounting
- Prepare various bank reconciliations
- Prepare various balance sheet account reconciliations
- Tracking of fixed assets and investment activity within subledger
- Prepare monthly journal entries
- Financial statement variance analysis
- Assist with the completion of the annual corporate audit
- Quarterly reporting on debt compliance
- Assist with financial reporting out of Workday as well as corporate budget and forecast preparation, as needed
- Assist VP, Corporate Accounting by preparing accounting records, financial statements, board reports, audit/tax support and ad hoc financial reports, as needed
- Document SOPs and policies to strengthen and standardize accounting processes

Education and Experience Requirements

- Bachelor's degree with accounting major
- Minimum of 3 years of accounting experience; exposure to Real Estate preferred
- CPA preferred
- Software experience in Yardi, FAS, or similar software required

Knowledge, Skills and Required Abilities

- Ability to operate with a high degree of flexibility and adaptability in a dynamic environment
- Working knowledge of generally accepted accounting principles (GAAP) and ability to implement the necessary principles and research technical issues
- Knowledgeable and proficient at performing 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
- Strong written and verbal communication skills

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