



Job Description – Associate, Real Estate 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 finance 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. This includes reporting, 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 a portfolio of multifamily properties, including:
 - Produce property income statements, balance sheets, account reconciliations, variance analysis and all supporting schedules
 - Maintain institutional quality GAAP/IFRS accounting records for properties and applicable fund or joint venture
 - 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
 - Monitor and report to investors by meeting schedule of deliverables in accordance with partnership agreements and reporting on loan covenant compliance
- Review and approve depreciation schedules and fixed asset activity
- Calculate asset management fees on a monthly or quarterly basis
- Monitor property and fund level cash balances along with various escrow requirements
- Prepare investor distributions on a monthly basis
- Assist with annual budgets, variance analysis and work closely with the Operations Team
- Review and understand replacement reserve draws for various lenders
- Assist in year-end audit 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 investor reporting, as deemed necessary

Minimum Requirements

- Bachelor's degree with accounting major
- Minimum of 1-3 years of accounting experience, with exposure to real estate preferred
- Understanding of GAAP required

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

- Audit and tax exposure preferred
- CPA preferred
- Software experience in Yardi or similar software is a plus
- 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 and cash flow waterfalls
- 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