



JOB DESCRIPTION

Position: Senior Fund Property Accountant
Type: Exempt
Reports to: Controller
Location: Washington, DC

ABOUT DANTE PARTNERS:

[Dantes Partners](#) (DP) plans, finances and builds affordable housing and livable neighborhoods by arranging necessary public and private resources and by working with community leaders to structure the organizational, civic and financial support required to make projects successful. DP also provides consulting services for both for profit and non-profit organizations involved in the creation and preservation of affordable housing as well as community and economic development. Since its founding in 2006, Dantes Partners has closed on approximately \$850M in complex financing that produced over 2,400 units of affordable/workforce housing.

POSITION DESCRIPTION:

The Senior Fund Property Accountant will be primarily responsible for maintaining the general ledger for a Fund and operating properties within the Dantes Partners portfolio to ensure timely and accurate financial reporting to external parties, internal management and other stakeholders.

ESSENTIAL FUNCTIONS:

- Prepare various accounting documents, schedules, exhibits and summaries
- Reconcile, verify and validate all entries and postings to balance sheet and income statement accounts; validate accuracy of general ledger
- Makes daily decisions concerning the accounting treatment of financial transactions and recommends solutions for complex accounting issues
- Assist with the review and preparation of annual operating budgets and forecasts
- Prepare contribution and distribution calculations, management fees, and reimbursements as needed
- Calculate fair value of Fund investments for quarterly and annual reporting
- Coordinate and provide financial records to external accountants for year-end reporting, including annual financial statement audits and tax preparation
- Assist management with special projects and other tasks as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Accounting
- Strong understanding and application of accounting concepts and principles
- 5-8 years' experience in Fund and Property Management accounting

TECHNICAL SKILL REQUIREMENT:

- Proficient in Microsoft Office Suite: Excel, Word, Outlook
- Proficient in Yardi Voyager software
- Operate standard office equipment

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:

- An entrepreneurial spirit
- Proactive and extremely responsive
- Strong communication and organizational skills
- Strong quantitative skills
- Personable with a good sense of humor
- Strong financial and analytical skills
- Understanding of property management in relation to financial accounting, budgeting and forecasting
- Demonstrated commitment to the mission, philosophy and vision of Dantes Partners and community development work
- Energy and commitment to work in an entrepreneurial environment with the ability to prioritize responsibilities
- Demonstrated ability to work effectively with a wide range of people and organizations
- Ability to work under pressure, in a time sensitive environment, delivering timely and accurate work
- Ability to write clearly and informatively and present numerical data effectively
- Productive, self-motivated attitude, demonstrates initiative and suggests process improvements

ADA SPECIFICATIONS (Physical demands that must be met to successfully complete the essential functions of the job)

- While largely sedentary, this position requires the ability to sit, stand, and lift up to 20 lbs., speak, and hear, sometimes for extended periods of time.
- Requires the ability to use a computer and office equipment traditionally found in office settings.
- Requires the periodic ability to travel regionally, on behalf of the company.

Dantes Partners is an equal opportunity employer.