



## **JOB DESCRIPTION**

**Position:** Vice President, Accounting  
**Type:** Exempt  
**Reports to:** Chief Operating Officer  
**Location:** Washington, DC

### **ABOUT DANTES PARTNERS:**

Dantes Partners is the development division of Dumas Collective founded in 2006. Dantes Partners is a Minority-Owned, Resident Owned, Certified Business Enterprise headquartered in the District of Columbia. The Organization was founded with a mission to facilitate and enhance local urban economic development by designing and structuring innovative funding and financing solutions for affordable, workforce, and mixed-income housing and community-based real estate initiatives. The firm has advanced that mission through a focus on luxury affordable housing® as an anchor for strong residential communities throughout the Mid Atlantic. In addition, the firm provides consulting services in the areas of public/private deal structuring and negotiations; predevelopment planning and oversight; community outreach; market analysis; project and asset management; debt/equity underwriting; and portfolio due diligence. As developers, Dantes Partners' portfolio includes over 6,100 units of affordable and workforce housing, with over 1.6 Billion dollars in delivered and upcoming projects. In 2022, the District of Columbia Building Industry Association named the firm Developer of the Year.

### **POSITION DESCRIPTION:**

The Vice President, Accounting will be primarily responsible overseeing the General Accounting and Financial Reporting functions and the financial services area including Credit, A/R and A/P. The incumbent will be responsible for implementing and maintaining a system of internal controls that will ensure that company assets are adequately safeguarded and that all financial reporting is prepared in compliance with all financial policies and US GAAP. Growth potential to fill a senior management position as CFO and ultimately have day-to-day responsibility for planning, implementing, and managing all financial-related activities for Dumas Collective and its affiliates.

### **RESPONSIBILITIES:**

The Vice President, Accounting will be responsible for ensuring the timely and accurate preparation of monthly financial statements for Dantes Partners, its affiliates and operating properties on behalf of its property management arm (collectively, "Dumas Collective"). The Vice President, Accounting will also

be responsible for ensuring the timely completion of third party financial compilations, audits and/or tax returns, as applicable for the Dumas Collective. Additional responsibilities include the following:

- Is responsible to ensure that credit risk is balanced with business objectives, targets are met and that only valid claims with proper management authorization are paid.
- Oversees the general accounting function, which includes inter-company accounting, cash management/reconciliation, financial reporting, balance sheet management and royalty management.
- Accountable for ensuring that policies and procedures (internal controls) are in place to provide reasonable assurance that the company assets are protected.
- Provides technical accounting GAAP guidance and support to all company entities. At times, this may include involvement in due diligence and other activities surrounding acquisitions/dispositions.
- Responsible for proper timing and application of revenue recognition rules. This currently entails a real-time review of each instrument order and its terms for changes needed and determination of proper timing of revenue recognition. Involves significant interaction with various department heads and community managers
- Ensures that company financial records, under responsibility, are maintained in compliance with company policies and US GAAP. Responsible for reviewing monthly/quarterly account reconciliations and other documents to ensure this compliance.
- Ensures that company financial reports are prepared in compliance with policies and directives and US GAAP
- Supervises the completion of Federal and State tax reporting requirements (including income, property, sales and use, payroll and other local taxes), insurance reports and other reports required by government regulation. Also, assists Senior Management with dealing with tax related issues and meeting reporting requirements.
- Coordinates work relating to both internal and external audits in the periodic review of the company financial records. Is further responsible for the implementation of agreed upon recommendations, related to areas of responsibility, resulting from the audit findings
- As staffing needs arise, ensures that the accounting department is staffed with qualified financial personnel capable of meeting the objectives and responsibilities, noted above. Responsible for direct management and continued development of these associates.
- Monitor the cash position as well as accounts receivable to ensure that short term liquidity needs are met
- Monitor accounting software, provide recommendations for improvement and, as applicable, work with Senior Management to implement
- Develop and monitor all cash controls at property level for site managers and employees to follow
- Assist Development Managers in tracking all project costs during the predevelopment stage,
- Oversee the monthly construction draws submissions for all projects under construction to the lenders
- Monitor intercompany payables and ensure timely repayment or property-level reimburseables
- Various ad hoc assignments

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Accounting with eight (8) or more years of work experience in the field of real estate accounting or finance
- CPA designation a plus
- Excellent written and verbal communications are required
- Proficiency in Microsoft Office Suite: Excel, Word, Outlook
- Working knowledge of Quickbooks
- Proficiency of Yardi

**SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:**

- An entrepreneurial spirit;
- Proactive and extremely responsive;
- Personable with a good sense of humor
- Strong financial and analytical skills
- Understanding of fundamental real estate terminology
- Experience with funding programs for affordable housing a plus
- 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
- Strong organizational skills
- Demonstrated ability to work effectively with a wide range people and organizations
- Ability to work under pressure, in a time sensitive environment, delivering timely and accurate work
- Ability to understand and troubleshoot complex financial models
- Ability to write clearly and informatively and present numerical data effectively
- Ability to read, analyze and interpret financial reports and legal documents.

**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.*