



JOB DESCRIPTION

Position: Accounting Associate
Type: Exempt
Reports to: VP of Accounting
Location: Washington, DC

ABOUT DANTES PARTNERS:

Dantes Partners, a subsidiary of Dumas Collective, is a first-class affordable and workforce housing development, acquisition, management, and financing company with offices in Washington, DC, Maryland, New York, and Virginia. Established in 2006, Dantes Partners is a Black owned business with a mission to develop Luxury Affordable Housing™ and community-focused real estate initiatives across the Mid-Atlantic region. Dantes Partners' growing portfolio entails nearly 7,000 units that have been financed, developed, and acquired with an estimated financing and investment value of 1.9 billion dollars. Simultaneously, Dantes Partners leverages its extensive expertise in the field of real estate development, acquisition, management, and financing of company-owned portfolios and provides exclusive consulting services in public-private deal structuring and negotiations. Furthermore, Dantes Partners also offers consulting in pre-development planning and oversight, market research and analysis, debt or equity underwriting, project and asset management, community outreach, as well as portfolio due diligence. In 2022, The District of Columbia Building Industry Association named Dantes Partners Developer of the Year.

POSITION DESCRIPTION:

The Accounting Associate is responsible for processing invoices and payment funding in multiple systems, maintaining complete supporting records, reporting, General Ledger journal entry input and account reconciliations, and other duties.

RESPONSIBILITIES:

- Receives and verifies expense reports; reconciles expense and other financial reports with account balances and other official records
- Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed
- Assists with accounting records and ledgers by reconciling monthly statements and transactions
- Other related duties as assigned

THIS JOB IS FOR YOU IF YOU POSSESS THE FOLLOWING:

- Thorough understanding of bookkeeping practices and procedures, with the ability to train others in related practices and procedures
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to follow verbal and written instructions
- Ability to type at least 40 words per minute
- Proficient in Microsoft Office Suite or similar software
- Knowledge of spreadsheets and accounting software

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required, with some bookkeeping coursework
- Three to five years of related experience required

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

For more information, please visit: www.dantespartners.com