



JOB DESCRIPTION

Position: Senior Corporate Accountant
Type: Exempt
Reports to: Vice President, Accounting
Location: Washington, DC

ABOUT DANTE 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 over 7,600 units that have been financed, developed, and acquired with an estimated financing and investment value of over 2.2 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 Senior Corporate Accountant will be primarily responsible for the full cycle accounting functions pertaining to the operating companies and subsidiaries including Credit, A/R and A/P comprising the Dumas Collective – Dantes Partners, Faria Management, Dantes Community Partners, and No. 07 Consultants. The incumbent will report to Vice President, Accounting, to implement and maintain 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, lender/investor requirements, and GAAP.

RESPONSIBILITIES:

The incumbent will be responsible for ensuring the timely and accurate preparation of monthly financial statements for the Dumas Collective and its affiliates. The incumbent 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:

- Oversee and, as needed, execute the general accounting functions related to operating companies, subsidiaries, which includes inter-company accounting, cash management/reconciliation, financial reporting, balance sheet management, A/P, A/R, creation of workpapers, bank reconciliations, and credit card activity.
- Oversee daily/monthly/quarterly/annual accounting functions
- Ensures completion of operating company and subsidiary entity monthly/quarterly/annual reports for internal and external reporting (for investors, lenders, and/or any compliance requirement) and reviews for compliance with company standards, 3rd party requirements and GAAP compliance
- Analysis of variances to budget with explanation of variances for operating companies
- Monitor intercompany payables and ensure timely repayment of property-level reimbursables.
- Process all wire, ACH and bank transfers as requested.
- Process transactions as requested.
- 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.
- Completes 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.
- Various ad hoc reports/assignments, as needed

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting with four (4) or more years of work experience in the field of real estate accounting or finance
- Excellent written and verbal communications are required
- Proficiency in Microsoft Office Suite: Excel, Word, Outlook
- Proficiency in Yardi preferred
- Strong organizational skills and attention to detail required

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:

- An entrepreneurial spirit
- Lead with a solution when encountering a problem
- 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 the Dumas Collective
- 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.