



## **JOB DESCRIPTION**

**Position:** Senior Development Accountant  
**Type:** Exempt  
**Reports to:** Vice President, 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 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 Development Accountant will be primarily responsible for maintaining the financial activity of assigned development entities/projects within the Dumas Collective to ensure timely and accurate financial reporting to external parties, internal management and other stakeholders.

### **RESPONSIBILITIES:**

- Execute the general accounting functions related to assigned development entities, 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.

- Prepare draw requests for assigned development projects.
- Work with the development team and AP closely to organize, code, and submit vendor invoices for payment.
- Prepares accurate monthly/quarterly/annual reports for internal and external reporting (for investors, banks, and any compliance requirement) for assigned and/or special project entities and other entities as needed.
- Assist in the compliance with internal accounting policies and procedures.
- Prepare reconciliations for all bank accounts and resolve all outstanding/in-transit items in a timely manner.
- Monitor cash accounts and process ACH payments and A/P as requested.
- Prepare invoices for assigned operating companies
- 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
- Perform ad hoc accounting reports/assignments as requested

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Accounting with three (3) or more years' experience in real estate accounting
- 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
- Strong communication and organizational skills
- Strong quantitative skills
- Personable with a good sense of humor
- 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
- 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

**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.*