



## **JOB DESCRIPTION**

**Position:** Development/Corporate Accountant  
**Type:** Exempt  
**Reports to:** Controller, Corporate & Development Accounting  
**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 Development/Corporate Accountant will be primarily responsible for maintaining the financial activity of assigned operating company entities, subsidiaries and 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 operating companies, subsidiaries and 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 developments
- 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.
- Support the completion of annual external financial review/compilation and tax returns process (preparation of schedules, addressing questions et al) to meet all necessary deadlines
- 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 two (2) 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

#### **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.*