



Staff Accounting Position Charlotte, NC

Overview:

Laurel Street is a mixed-income residential development company that focuses on providing high-quality housing for working families and seniors of all income levels. Laurel Street is a growing, entrepreneurial organization with a development portfolio that includes approximately 5,000 units.

Staff Accountant main role is to perform a full accounting cycle for multiple entities. Additionally, the Staff Accountant will support the Corporate Accounting Manager and the Vice President of Finance and Operations with various aspects of accounting and reporting for the company and its subsidiaries.

Job Responsibilities:

Accounting:

- Post journal entries for all corporate entities
- Enter corporate invoices into the system and prepare checks on weekly basis
- Reconcile monthly bank statements for multiple entities
- Assist with maintaining the electronic accounting records (AP/bank reconciliation/JEs)
- Maintain all intercompany accounts
- Reconcile and record the corporate credit card activity
- Tracking and reconciliation of pre-development funding sources
- Perform transactions via online banking including verification of account funds, deposits, ACH, positive pay, and wire transfers
- Organize and maintain accounting files – paper and electronic, including accounts payable, journal entries, bank reconciliations and W9s
- Assist with annual projects audits
- Manage and track vendor W-9 records and 1099 issuance

Education/Experience and Ideal Candidate Qualifications:

- 4-year degree in Accounting
- 3+ years of experience with general accounting
- Experience in working with multiple legal entities under different legal umbrellas preferred
- Experience in fund accounting a plus
- Online banking/treasury experience preferred
- High level of proficiency in financial analysis using Microsoft Excel
- Strong organizational skills with a keen ability to prioritize, multi-task, and adhere to deadlines
- Excellent communicator including the desire to ask questions and learn from co-workers

Compensation and Benefits:

Competitive base salary and bonus potential are offered, commensurate with experience, along with a comprehensive benefits package.