



Project Accountant Analyst Position Charlotte, NC

Reports to: Project Accounting Manager

Overview:

Laurel Street is a leading mixed-income housing development company experienced in developing high-quality residences with superior amenities, features, and programs for working families and seniors. Laurel Street specializes in developing affordable and workforce housing and currently has a development portfolio of approximately 5,000 units. In addition to developing new construction residential communities, Laurel Street preserves existing housing through acquisition and rehabilitation. As Laurel Street grows with plans to provide best in class property management to over 10,000 units by 2030.

Job Summary:

Project Accountant's main role is to perform financial analysis and assist on the full accounting cycle for all projects from inception until stabilization. Additionally, the Project Accountant will support the Project Accounting Manager with various aspects of accounting and reporting for the company and its subsidiaries.

Job Responsibilities:

Responsibilities include the following:

Financial Analysis:

- Prepare monthly draws for projects for review by development managers, and submit approved draws for funding approval to multiple sources
- Collaborate with the development team regarding project budget changes
- Assist in preparation and update project debt and working capital interest schedules for all projects
- Work with project accounting manager on milestone requirements for projects including investor/lender reporting
- Processing pre-development expenses and reimbursements for projects
- Track and reconcile intercompany transactions
- Assist in the preparing analysis and documentation of project costs for HUD mortgageable and 10 % final cost certifications

Accounting:

- Recording and coding all invoice and costs in funding project
- Working with development team on final and permanent closings
- Posting of journal entries for all project entities

- Monthly bank reconciliations for multiple entities
- Intercompany tracking and reconciliations
- Accounts Payable - entry of invoices into Quick Books & check preparation
- Online banking - funds verification, check clearing, positive pay
- Assist in organizing and maintenance of all accounting files – paper and electronic, including A/P, JE, bank recs, W9s & project draws
- Assist auditors with annual project audits
- Manage and track vendor W-9 records and assist in 1099 issuance

Compliance:

- Coordinate the annual independent audit process; provide support to auditors, respond to inquiries in a timely manner, monitor accounting processes to ensure a smooth, accurate final audit
- Provide help during programmatic reviews and/or audits performed by state and other contracting agencies
- Ensure all compliance with all federal and state accounting policies
- Other duties as assigned.

Education/Experience and Ideal Candidate Qualifications:

- 4-year degree in Accounting or Finance
- 5+ years of experience with project accounting
- Proficient in Microsoft Excel (i.e. v-lookups, pivot tables)
- Knowledge of Microsoft Access is a plus.
- Understands the construction process, inherent risks, and liabilities
- Ability to work with different levels of both technical and administrative personnel
- Strong organizational skills with a keen ability to prioritize, multi-task, and adherence 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.

To Apply:

Please email your resume to Laurel Street Residential at apply@laurelstreetres.com. Thank you for your interest!