October 12th, 2019

RE: Job Description – Accountant

Darden & Company is a boutique project management company that specializes in commercial real estate development and construction project management. We are looking for an in-house accountant to support company bookkeeping and project-specific accounting. Below is a brief job description and compensation package:

Job Description

- Day-to-day responsibility keeping the books for the company and supporting all Project Directors with project-specific accounting as needed.
- Directly responsible for all Accounting functions, including payroll, receivables, payables, client invoicing and reimbursements, employee expense reimbursements and expense account reconciliation.
- Support Project Directors with monthly draw request packages and all supporting budget documentation as needed.
- Assist Project Directors and Project Managers with accounting portion of Monthly Reports, projects budgets and reconciliation of accounting.
- Run weekly (as required), monthly, quarterly and annual in-house accounting reports including budgets, profitability, and cash flow forecasts.
- Prepares and submits in a timely manner all reports required by regulatory agencies except payroll.
- Monthly reconciliation of bank and credit card accounts.
- Maintains relationships with banks, equipment leasing organizations, business-critical vendors and other organizations which provide lines of credit or other forms of credit including Vendormate.
- Reports directly to the company President.
- Further details to be discussed at interview.

Qualifications and Skills Required

- Must be driven, self-motivated, able to manage responsibilities across many projects, and able to work with a team.
- At least a BA in accounting from 2-yr or 4-yr college or university.
- CPA license not required.
- Able to implement and adhere to accounting controls corporately and on projects.
Time management, detail and deadline oriented
Proficient in QuickBooks Online, MS Outlook, Excel, and Word. Smartsheet experience and ability to work with graphics is a plus.

Compensation

• Salary Range: TBD based on experience and full reimbursement for your cell phone.

• Bonus: Our current company bonus structure is to offer our employees a percentage of their annual salary (pro-rated for 2019). Yearly bonuses are influenced by employee, company and market performance.

• Paid Time Off: Our current company policy is to allow employees 2 weeks paid vacation per calendar year (pro-rated for 2019). Sick leave is paid and available on an as-needed basis.

• Benefits: We provide full health, dental, and vision insurance coverage for our employees, plus 50% premium coverage for spouses and children.

• Holidays: At a minimum, paid holidays include New Year’s Eve, New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (and day after), Christmas Eve, and Christmas Day.

Please submit a resume and all inquiries regarding job description, compensation package or our firm directly to me at the email address below.

Sincerely,

[Signature]

Jason Hughes, PRESIDENT
jhughes@dardencompany.com
DARDENCOMPANY