



1000 CIRCLE 75 PARKWAY, SUITE 700 | ATLANTA, GA 30339 | 404.488.3208

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



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- 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,

A handwritten signature in blue ink, appearing to read 'Jason Hughes', with a long horizontal flourish extending to the right.

Jason Hughes, PRESIDENT
jhughes@dardencompany.com
DARDENCOMPANY