**Job Opportunity: Accountant**

**Company Profile**

Cross Street Partners (CSP) is a vertically integrated real estate company with expertise in development, financial advisory, construction, and property management. CSP is dedicated to reinvigorating America’s cities through creative, community-centered development. We are the lead developers or co-developers of several large-scale adaptive reuse or neighborhood revitalization projects, including Baltimore Penn Station (Baltimore, MD), Perkins Somerset Oldtown (Baltimore, MD) and Dayton Arcade (Dayton, OH).

**Responsibilities**

This position will be responsible for maintaining records for construction, development and/or property management entities

**Specific tasks for this position will include but are not limited to:**

* Record transactions and maintain ledgers for assigned entities
* Prepare monthly, quarterly, and year-end financial reports as required
* Manage draw submissions and timing of collection from various sources
* Manage monthly debt payments for various entities
* Understand details of closing and loan documents for assigned entities
* Assist with project assignments and financial reporting
* Read, understand, and summarize project documents
* Prepare basic business tax returns and extensions.

**Qualifications**

* Bachelor’s degree in Finance or Accounting
* Requires 3-5 years’ experience
* Strong planning, analytical, organizational, and decision-making skills
* Ability to communicate and negotiate with internal and external parties
* Advanced knowledge of MS Word, Excel, and Outlook
* Timberline experience a plus
* Prior experience preparing basic business tax returns

**Employment Terms**

* This is a full-time, salaried position. Compensation depends on the applicant’s qualifications  
   and experience.
* CSP has a competitive benefits package that includes a 401K plan, medical insurance, and a   
   health savings account.

**How To Apply**

Submit a resume and cover letter to mlee@crossstpartners.com. Please use “Accountant Position” in the subject line of your email.

*Cross Street Partners LLC is an equal opportunity employer that celebrates diversity.  Our goal is a diverse workforce that is representative of the communities where we work.  We strongly encourage candidates from a wide variety of backgrounds to apply.*