

## **Job Title:** Staff Accountant

### **Job Summary:**

Edgar Developments is seeking for a detail-oriented **Staff Accountant** to support our accounting operations. The role will play a crucial role in assisting with the financial operations of our corporate entities, development projects and income properties. This position involves a mix of accounting, bookkeeping, and administrative tasks, with a focus on accuracy, compliance, and collaboration. The ideal candidate will have strong analytical skills, a solid understanding of accounting principles, the ability to work cross-functionally with various teams and a proactive approach to problem-solving.

### **Key Responsibilities:**

- Manage the full-cycle accounts payable process, including invoice verification, coding, and timely payment processing.
- Resolve vendor inquiries and discrepancies promptly to maintain strong vendor relationships.
- Review and reconcile vendor statements monthly to ensure accuracy and resolve any outstanding issues.
- Maintain an organized and up-to-date AP filing system for easy retrieval and audit purposes.
- Coordinate with development, construction, and acquisitions team to ensure all invoices are accurately coded and appropriately approved.
- Conduct regular reconciliations, including bank accounts and corporate credit cards.
- Prepare financial statements, including profit and loss statements and balance sheets to support internal reporting for the management team
- Support month-end and year-end closing processes by preparing supporting documentation, maintenance of reconciliations, and keeping organized records.
- Contribute to process improvements by identifying inefficiencies and collaborating with team to work on strengthened procedures.
- Perform other accounting and administrative tasks as needed to support the finance team and overall company operations

### **Why Join Us?**

- **Collaborative Work Environment** – Be part of a supportive team that values efficiency and working together across all departments. You will be exposed to all elements of development and IPP.
- **Growth Opportunities** – Gain hands-on experience across various accounting functions and expand your skill set.
- **Exposure to Multiple Entities** – Work with different entities, gaining diverse industry experience.

### **Qualifications:**

- 2+ years of experience in accounting, preferably in real estate, development, or construction.
- Strong attention to detail and ability to work with tight deadlines and juggling priorities.
- Strong understanding of accounting principles, financial reporting, and compliance.
- Exposure in working in an environment with tight month-end closing timelines and external reporting requirements.
- Excellent attention to detail, organizational skills, and ability to manage multiple priorities.
- Strong communication and interpersonal skills, with the ability to work collaboratively across teams.