

The Davis Companies

Senior Development Accountant

TITLE: Senior Development Accountant

COMPANY: The Davis Companies

LOCATION: Boston, MA

REPORTING TO: Development Controller

COMPANY

BACKGROUND:

Committed to excellence in both investment performance and operations, The Davis Companies was founded in 1976 and has earned a reputation for integrity, creativity, and excellence, making it one of the premier integrated real estate investment, development, and management firms in the Eastern United States. Headquartered in Boston and with offices in New York and Pittsburgh, the company has a team of 100+ dedicated professionals who have invested more than \$9 billion in gross asset value through real estate equity, debt, and fixed-income securities. A unique combination of capital markets, development and management expertise allows The Davis Companies to nimbly tackle complex opportunities. Directly, and with its valued partners, The Davis Companies has owned and managed approximately 28 million square feet of commercial space and 11,000 residential units. The firm invests in life science, multifamily, industrial, storage, office, hospitality, and retail among other property types.

At The Davis Companies, we believe our most valuable asset is our people. We strive for excellence in all our pursuits and take pride in maintaining a collaborative and career enhancing experience for our employees. The company offers competitive compensation, top of the line benefits, and the opportunity to work with best-in-class real estate professionals in a fast-paced, challenging and rewarding environment. To learn more about The Davis Companies, go to www.thedaviscompanies.com.

RESPONSIBILITIES: Specific responsibilities will include, but are not limited to, the following:

- Oversee accounting for construction projects including both internally managed development projects and third-party managed joint venture projects.
- Prepare monthly reporting packages for several development projects & entities, including variance analysis, cash flow analysis, balance sheet reconciliations and capital expenditure analysis.

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- Cash management for development properties including wire transfers, funding requisitions, bank reconciliations and accounts payable process
 - Prepare construction loan draw packages for all internal development projects and review funding requisitions from third-party managed projects.
 - Prepare detailed year-end financial reconciliations, analyses and working papers for internally and externally managed properties for year-end tax and audit preparation.
 - Review, analyze and record adjustments and accruals to general ledger.
 - Assist in maintaining construction budgets and reforecasts with Project Managers.
 - Attend weekly/monthly Development Department meetings to provide status updates on capital calls and loan draws.
 - Work closely with the Development Controller on newly acquired development assets to prepare closing entries.

QUALIFICATIONS:

- Bachelor's degree in accounting or related.
- 5+ years of development accounting and commercial real estate accounting experience.
- Highly analytical; ability to problem solve independently and manage time and resources effectively.
- Excellent communication, presentation, and interpersonal skills.
- Well organized, accurate, thorough, and able to consistently meet deadlines with high quality work product.
- Ability to professionally interact with onsite staff, senior management, and third-party clients.
- Understanding of development projects in relation to financial accounting, funding sources, budgeting, and forecasting.
- High proficiency in Excel and Word
- Yardi experience preferred.

PERSONAL

CHARACTERISTICS: The successful candidate will be:

- Self-motivated, proactive, and detail-oriented individual with a commitment to providing a high-quality work product.
- Strategic, creative, and analytically minded.
- Well organized, accurate, and able to consistently meet deadlines.
- Highly professional with strong interpersonal skills. The ability to exercise discretion in this position is critical.
- Ability to work effectively with others and be a team player.
- Flexibility in a changing environment.
- Possess a high level of energy, enthusiasm, and positivity.

Requirement: Successful candidate must be fully vaccinated for Covid-19 by start date, in office attendance will be required.

COMPENSATION

AND BENEFITS: Compensation will include a competitive base salary and bonus, and an attractive benefits package.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, age (40 or older), marital status, sexual orientation, gender identity/expression, citizenship, real or perceived disability or handicap, genetic predisposition, veteran status, and/or any other protected category in accordance with applicable federal, state or local laws.