



ACCOUNTANT

ERES COMPANIES

Position to be based out of our Sarasota, Florida office – all applicants must be located in or near Sarasota, FL

COMPANY OVERVIEW

Founded in 2014, ERES Companies is one of the fastest growing and unique real estate firms in the world. Unlike other commercial real estate service providers, ERES provides a truly vertically integrated approach to meet a multitude of real estate needs seamlessly controlling projects from start to finish. Leveraging the comprehensive power of our service lines, we are enabled to research, analyze, and provide the most efficient, cost-effective solution available for our client's real estate investments. This translates to peace of mind in knowing that their needs, timeline, and budget are being considered at every phase of their project. Our collective commitment to excellence, hard work, and creativity has resulted in a rapid firm expansion that has led ERES to complete thousands of successful projects both domestically and internationally, represent over five million square feet of commercial space and more than \$1 billion in real estate value, and manage over 6,500 multifamily and industrial units.

Our sophistication and expertise, combined with our small company values and client-centered approach, have provided us opportunities to partner with best-in-class, global corporate clients, including several Fortune 500 companies, in solving some of their largest and most challenging real estate issues. ERES is currently comprised of over 150 dedicated professionals working tirelessly to provide the finest all-inclusive real estate services in key secondary and tertiary markets across the globe. Always opportunistic about expanding operations, we have twelve domestic and international office locations in Denver, CO (headquarters), Sarasota, FL, Williston, ND, Bozeman, MT, Fort Worth, TX, Houston, TX, Midland, TX, New York, NY, Washington DC, Los Angeles, CA and Neuquén, Argentina.

THE OPPORTUNITY

Job Summary

This is a critical position within our company to help oversee and execute several accounting and finance responsibilities. This position will support the administrative, financial, and risk management operations of the company's Finance and Accounting functions. The Accountant is responsible for directing and coordinating all aspects of accounting work to include billing/invoicing, accounts payable and receivable, general ledger and financial reporting. In addition, this position will assist with the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results. The ideal candidate has strong familiarity with accounting principles, expense management programs and AR/AP functions. Advanced QuickBooks proficiency is also a requirement for all candidates.

Essential Duties and Responsibilities

Corporate Accounting:

- Manage a wide variety of accounting activities, including billing/collection, AR, AP, GL, cost accounting, as required, revenue recognition and sales commissions. Monitor cash balances and cash forecasts

- Develop and document business and accounting processes that strengthen internal controls and ensure compliance with any company/industry specific legislation and/or best practices. Implement operational best practices.
- Prepare financial statements. As required by management, provide variance analysis, for actual results compared with company budgets/forecasts. Prepare budgets/forecasts in conjunction with Senior Management. Manage the annual budgeting processes including monthly updates throughout each year, measuring variances and identifying potential areas of concern or opportunity.
- Reconcile company accounts (both income statement and balance sheet) on a monthly and annual basis, as required
- Develop any management reports and/or external compliance, regulatory and/or tax reporting, including any variance analysis to budgets/forecasts or prior financial/accounting information.
- Responsible for accuracy and completeness of accounting information/records.
- Ensures the firm has well documented, efficiently administered, and timely accounts payable, cash receipts, invoicing, accounts receivable, financial reporting, and cash collection systems. Oversee the company's transaction processing systems.
- Ensures that expenses and revenues are properly allocated in accordance with the firm's annual budget.
- Corporate and Business Line AP and AR booking oversight, Ad hoc AR and AP research
- Coordinate with business line bookkeepers to identify timing of AR for inclusion in cash forecast and potential write-offs/adjustments
- Management brokerage invoicing and revenue tracking processes
- Coordinate with business line leaders to ensure specific project disbursements and monitor payment status

Bank Account Management:

- Bank account opening
- Coordinate with CFO to ensure adequate funding for payroll and AP
- Set up wire templates for recurring payees
- Set up wires, send notices of Fed wire reference number to payer/payee
- Monitor bank accounts for receipts of time-sensitive remittances, report internally
- Grant account visibility to various internal/external properties
- Handle calls to bank relationship manager
- Monitor check stock and order checks as necessary

Tax:

- Ensure all vendor W-9s are on file, send requests to vendors as necessary. Seek W-9s from CM and Construction Bookkeepers as necessary.
- Maintain ERES W-9s on current forms, and update the execution as requested by outside parties.
- Participate in 1099 delivery process in Q1

Payments/Lien Releases:

- Generate corporate vendor payments, adhering to established cash management policies
- Send vendors' lien releases (in coordination with Catalyst and other companies)
- Contact vendors to request outstanding lien releases
- Manage archive of lien releases

- Carry out all of the above for all projects and property-related payments needed in coordination with business line team members

Position Requirements: Skills & Experiences

- A minimum of 7 years working within a corporate Finance/Accounting department, preferably within the professional services sector
- An educational background within Accounting is preferred
- Experience working with AP/AR, as well as expense management
- Ability to multi-task and handle a diverse set of responsibilities
- Advanced proficiency in QuickBooks
- Willing to work out of our office in Sarasota, FL

EEO STATEMENT

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

SUBMISSION

Cover letters should clearly outline relevant experience and its applicability to this role. Qualified candidates may submit a resume and cover letter to Kate Waggoner at kate.waggoner@erescompanies.com.