



ACCOUNTING OPERATIONS MANAGER

ERES COMPANIES

Position to be based out of Denver, Colorado or Sarasota, Florida

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 eleven 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 and Neuquén, Argentina.

THE OPPORTUNITY WITH ERES

Operations Manager for the Accounting & Finance Team

This is a critical position within our company to help oversee and execute several accounting and finance group functions. The ideal candidate has familiarity with accounting principles, expense management programs and AR/AP functions.

CORPORATE ACCOUNTING

- Corporate AP and AR booking, Ad hoc AR and AP research
- Daily email identifying receipts into various accounts/corresponding research of receipts as necessary in coordination with CFO
- Coordinate with business line bookkeepers to identify timing of AR for inclusion in cash forecast and potential write-offs/adjustments
- Notification to Property Accountants of tenant receipts into Energy Real Estate Solutions account
- Manage brokerage invoicing process
- Coordinate with business line leaders to ensure specific project disbursements and monitor payment status

BANK ACCOUNT MANAGEMENT

- Bank account openings
- 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
- Maintain archive of log-in information for Wells Fargo and UMB accounts

TAX

- Ensure all vendor W-9s are on file, send requests to vendors as necessary. Seek W-9s from CM and Catalyst 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
- Initiate BRL Sales, Lodging, and Partnership Tax payments. Coordinate with BRL Property Accountant to appropriately record

AMERICAN EXPRESS ACCOUNT OVERSIGHT

- Account openings and closures
- Cardholder limit management
- Segregate and deliver monthly Amex reports to Amex cardholders
- Receive monthly Amex reports from Amex cardholders. Research unusual, fraudulent activity.
- Deliver monthly report to Corporate Accountant with company-by-company spend
- Manage monthly paydowns for each company in coordination with CFO
- Handle queries re: cardholders' declined transactions
- Create and manage process of monetizing points

CERTIFY EXPENSE MANAGEMENT SYSTEM OVERSIGHT

- Serve as primary Certify Admin
- New user set-up
- New user training
- Run ADP reports of out-of-pocket expenses for COO
- Monthly reports of spend by company
- Develop pivot table to allocate REFM Amex spend between CM and PM

PROPERTY ACCOUNTING RESPONSIBILITIES

- Serve as mentor/manager and back-up for AP staff member for property check generation
- Ensure that all properties' bank log-in credentials are current at all times

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 properties' payments in coordination with Property Accounting Specialist

POSITION REQUIREMENTS

- A minimum of 5 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

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.