



1600 Sparrows Point Boulevard
Baltimore, Maryland 21219

Contact: HR@tradepointatlantic.com

Position: Senior Accountant and Accounting Systems Manager

TradePoint Atlantic, LLC. is seeking a Senior Accountant/Accounting Systems Manager to join its Corporate Accounting team to work in its corporate headquarters located in Sparrows Point, MD. The position will report to the Director of Accounting. The position will work extensively with the real estate development team and the company's accounting, financial reporting and commercial real estate development industry specific system, Yardi Voyager. The Senior Accountant will be a key contributor to the annual audit, corporate tax filings and other outside deliverables.

The Senior Accountant's responsibilities include:

- Participate in all aspects of day-to-day accounting operations, reconciliations and monthly closings.
- Participate in all financial reporting throughout the company primarily utilizing Yardi Voyager and Excel/SQL based reporting.
- Partner with CFO and senior leadership in mining data to help drive profitability.
- Establishes, monitors and enforces financial policies, procedures, and internal controls.
- Review and preparation of monthly and annual financial statements and budgets including income statement, balance sheet, and cash flow projections.
- Proactive analysis of the monthly financial statements, analysis of key performance indicators and trends, establish financial benchmarks of acceptable performance, forecasting and comparison of actual results to budget.
- Key liaison to outside auditors, tax accountants and insurance companies.
- Prepare reports required by regulatory and insurance agencies.
- Evaluate best practices and diligently seek and find electronic efficiencies in accounting process.

The ideal candidate should have:

- A bachelor's degree in Finance or Accounting with CPA preferred.
- 2+ years of experience in corporate or public accounting environment.
- 2+ years of experience in commercial real estate development/property management industry.
- Experience with Yardi Voyager accounting system, or comparable commercial real estate management system, required.
- Experience with fixed asset accounting, local tax/sales & use, preferred.
- Must have familiarity with project accounting and revenue recognition rules
- Strong knowledge of Excel/SQL, problem solving, and analytical skills required.
- Experience with fast growing companies (with demonstrated ability to thrive in a dynamic environment).
- Honesty, integrity and strong communication skills essential, along with a sense of urgency and a desire to work closely as a partner with other members of the company's management team.