

Accountant / Bookkeeper

[APPLY](#)

About The Company

Spire Development is a rapidly growing developer and owner of multi-family rental communities serving working families and seniors. Spire Development specializes in the use of tax credits and currently owns 26 developments in Ohio, Kentucky, West Virginia, and Michigan. Many new projects and states are in the pipeline.

Location

Arena District in downtown Columbus, Ohio

Why Should You Apply?

- Join a growing company with uncapped potential
- Opportunity for career growth and advancement
- High energy team of like-minded, hard-working professionals

Accountant/Bookkeeper

The ideal candidate will be an experienced accountant responsible for timely and accurate preparation and analysis of financial accounting data in a variety of areas. As part of this role, the accountant should expect to not only prepare corporate financial statements but also analyze financial data of portfolio properties for accuracy and to identify potential operational improvements. It is essential that this candidate brings analytical and organizational skills in order to best support the team.

Responsibilities

- Work closely with leadership to understand and ensure accuracy of all financial reporting
- Prepare internal corporate financial statements on a monthly basis
- Track expenses, budget, taxes, cash flow, receipts and other financial dealings of company
- Monitor accounts payable and receivable
- Prepare monthly construction payment applications and interface with lending institutions
- Monitor development budgets from initial partnership closing through project closeout
- Meet regularly with leadership to discuss property operating results, variances to budgets, and strategies to optimize portfolio performance
- Review and approve annual financial plans and budgets for the portfolio of projects
- Review project cost certifications prepared by third-party accountants
- Review and approve third-party prepared audited financial statements and tax returns for portfolio
- Work with leadership to develop annual financial plans, tax strategies, and budgets for the corporation

Qualifications

- Bachelor's degree in accounting, economics, or finance
- Certified Public Accountant designation preferred, but not required
- 2+ years of experience in accounting and/or bookkeeping
- Thrives in team environment
- Strong desire to learn new and evolving industry information
- Sound analytical skills and proficiency in Microsoft Excel and PowerPoint
- Professionalism