

## **STAFF ACCOUNTANT**

Bonaventure Realty Group (Bonaventure) is a real estate private equity company headquartered in Arlington, VA which was founded in 1999. Bonaventure specializes in multifamily asset management, development, and redevelopment, primarily in the Mid-Atlantic and Southeastern US. Bonaventure is fully integrated to oversee every phase of the acquisition, management, and disposition of our properties.

Bonaventure has organized twenty private real estate investments which have purchased multifamily properties valued at approximately \$500 million. Bonaventure and Bonaventure affiliates have acquired 4,126 multi-family units and currently own 4,150 units, including those under construction.

We provide a comprehensive benefits package. It includes a very generous contribution to our group health plan, dental coverage, short and long term disability, life insurance, and most importantly, we match 50% of the first 6% on our 401(k) plan. We offer 20 vacation/PTO days.

### **Mission Statement:**

To continually exceed the expectations of our employees, customers, and investors. Provide our employees with a fun environment for personal growth, financial security, and career advancement while fostering a “sense of family.” Strive to ensure that our customers and investors receive exceptional service and value; they have a choice and they chose us.

### **Job Summary:**

This position will report to the Controller of Bonaventure. We are seeking an individual with proven skills to serve as a Staff Accountant for an entrepreneurial multifamily real estate development and investment firm. This is an outstanding career opportunity for an experienced professional to assume financial management responsibilities at an energetic company. You will be working in a rapidly growing, dynamic, and collaborative environment with responsibility for providing timely and accurate financial reporting. Responsibilities will include:

- Manage books for a corporate office – monthly accruals, credit card reconciliations, complex bank reconciliations, intercompany reconciliations
- Assist with month end close
- Preparation of financial statements and consolidated financial statements
- Assist with investors’ distributions
- Assist with personal property tax returns, year-end audits, K-1’s and tax returns preparation
- Maintain sound financial controls
- Assist property managers and staff with questions



**Qualifications:**

- Bachelor's degree in Accounting required
- 3 - 5 year of accounting experience
  - Real estate experience preferred
- Proficiency with Word and Excel
  - Knowledge of Nexus a plus
- Minimum 1 year of MRI experience required
- Need to be overly organized. You will be expected to work on several projects simultaneously
- Ability to work with outside vendors – tax accountants, auditors, and external financial accountants
- Takes initiative and executes with confidence on agreed upon strategies – a “Make it Happen” person.
- Deadline-oriented
- Ability to sit down and figure out high-level, detailed accounting
- Excellent communication skills

If interested, please email your resume to [lucie@bonaventure.com](mailto:lucie@bonaventure.com). Thank you.

