



**Company:** Tarragon L.L.C.  
**Position:** Development Accountant  
**Reports To:** Controller  
**Classification:** Exempt / Salary  
**Position Location:** Seattle, Washington

**POSITION SUMMARY:**

The Development Accountant will provide full cycle accounting for multiple entities. This role involves general accounting, job costing, budgeting, and preparation of financial statements. This position works closely with Development Managers to ensure timely, accurate job costing and budget projections, prompt submission of draw requests, and payments to contractors and consultants.

**POSITION RESPONSIBILITIES AND DUTIES:**

The Development Accountant job responsibilities shall include, but not be limited to, the following:

**General Accounting Duties:**

- Prepare monthly financial statements and work paper support for each balance sheet account, including FMV reporting quarterly.
- Maintain general ledger for all assigned entities.
- Prepare monthly loan draws for development projects and manage funding process.
- Prepare monthly projection report for projects under development with information from development and construction managers.
- Prepare monthly and/or quarterly capital requests.
- Manage cash flow and accounts payable to ensure all payments are on time, particularly loan payments, property taxes, LID, and other municipal (tax) payments.
- Prepare annual federal income tax input forms for all entities.
- Review invoices to ensure billing is accurate and per contract requirements.
- Work closely with development and construction managers to correctly record job cost.
- Assist Development Managers in preparation of entities' quarterly reports, annual asset plans, and budgets.
- Preparation of complex reconciliations as required.
- Understand each entity's ownership and financing structure.

**REQUIRED EXPERIENCE AND ABILITIES:**

A successful candidate will possess the following experience and attributes:

Requires bachelor's degree in accounting or business and 2+ years real estate and/or construction accounting experience.

- Superior oral and written communication skills.
- Must be able to work in a collaborative team environment.
- Ability to prioritize and consistently meet deadlines.
- Excellent attention to detail.
- Highly proficient in Microsoft Office products – Excel, Word, and Outlook
- Good understanding of integrated accounting and job cost software, preferably Yardi.



- Volunteers readily, seeks increased responsibilities, asks for assistance, and offers help when needed or able.

**CORE COMPETENCIES:**

- Proficient in Microsoft Excel
- Integrated accounting software
- Construction and/or development accounting
- Multi-entity accounting
- Detail oriented
- Customer oriented
- Collaborative team player
- Strong written & verbal communication skills
- Proactive thinking
- Results oriented & accountable
- Professional in all interactions
- Self-management

**HOW TO APPLY:**

If you are interested in being considered for this position, please submit the following materials to [info@tarragon.com](mailto:info@tarragon.com):

- Resume
- Cover letter

*We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity, marital or veteran status, or any other legally protected status.*