



Company: Tarragon L.L.C.
Title: Senior Development Accountant
Reports To: Controller
FLSA Status: Exempt/Salary
Position Location: Seattle, WA

POSITION SUMMARY:

The Senior 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- 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 construction projects and manage funding process.
- Prepare monthly projection report for construction projects with information from project 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 project managers to correctly record job cost.
- Assist Development Managers in preparation of entities' quarterly reports, annual business plans, and budgets.
- Preparation of complex reconciliations as required.
- Manage accounts payable.
- Understand each entity's ownership and financing structure.

REQUIRED EXPERIENCE AND ABILITIES:

- Requires bachelor's degree in accounting or business and 7+ 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.
- Excellent attention to detail.
- Proficient in Microsoft Excel and integrated accounting software, preferably Yardi.



CORE COMPETENCIES:

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

HOW TO APPLY:

If you are interested in being considered for this position, please submit the following materials to 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.