|  |  |
| --- | --- |
| **A picture containing object  Description automatically generated** | **Financial Accountant** |

**Position Title:** Financial Accountant

**Department:** Finance & Operations

**Reports to:** Senior Financial Accountant

**Salary Range**: Depending on experience

**FLSA Status**: Non-Exempt

The Research Triangle Foundation (RTF) of North Carolina, the owner and developer of The Research Triangle Park, seeks a full-time Financial Accountant to provide support within the Finance and Operations department. This position performs multiple accounting functions and analysis to produce timely and accurate financial reporting for Senior Management and the Board of Directors. Candidates must have the ability to work independently and as part of a committed team and be dedicated to creating a quality product.

**Duties and Responsibilities**

* Perform accounting duties for the Finance and Operations Department
* Maintain the general ledger and all related accounts with proper documentation and records of all company transactions for various corporate entities and assist with RTF transactions; review entries to the general and subsidiary ledgers to assure accuracy and compliance with the companies and established accounting principles; responsible for monthly and year-end closing of the general ledger including preparation of journal entries
* Responsible for the reconciliation and monitoring of capital project contracts and payments to ensure all signed contracts, change orders and payments are within contracted and budgeted amounts.
* Record Fixed Assets and depreciation expense while maintaining schedules.
* Review and approve payables for commercial rental properties.
* Responsible for the preparation and oversight of annual budget for commercial rental properties.
* Review and approve leases entered into accounting software.
* Assist Senior Accountant with month-end closings for all legal entities by preparing schedules and reconciliations and prepare standard entries including accrued expenses.
* Prepare general ledger reconciliation and analysis for balance sheet and various expense accounts.
* Reconcile and bill annual CAM, Tax, utilities and other miscellaneous billings for commercial rental properties.
* Work on other various ad hoc projects as needed.

**Organizational Relationships**

Reports directly to the Senior Financial Accountant. Assist with projects and assignments within the Finance and Operations Department.

**Required Qualifications:**

* Education/Experience: Minimum Bachelor's Degree with a concentration in Accounting.
* High level of competency using Microsoft Office software, particularly Microsoft Excel.
* Yardi Voyager and commercial property accounting experience is a plus.
* Good communication skills and the ability to work well with people are essential.

**Physical Demands:**

* Ability to communicate orally with customers, vendors, management and other co-workers. Regular use of the telephone and e-mail for communication is essential.
* Sitting for extended periods is common. Hearing, vision and speaking within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents.
* Good manual dexterity for the use of common office equipment, such as computer terminals, calculator, copiers and fax machines.

**Work Environment:**The job is performed indoors in a traditional office setting. Activities include extended periods of sitting, occasional fast paced events and extensive work at the computer monitor.

**Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities**

The Research Triangle Park does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service, or other non-merit factor.