



GREENBERG GIBBONS

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Hiring For: Senior Fund Accountant

GREENBERG GIBBONS (GG) is seeking a Senior Fund Accountant to join its Accounting Department in the Canton office. Reporting to the Director – Corporate & Fund Accounting, this position performs accounting and reporting for investment funds and related ownership entities. Responsibilities include maintaining fund and investor records, preparing financial and investor reporting, processing capital activity, and supporting tax compliance and audits. The role works with tax-basis, GAAP, and fair value reporting, as applicable, and coordinates with internal teams and external service providers. The ideal candidate has strong partnership or fund accounting experience, sound technical skills, attention to detail, and the ability to meet multiple deadlines.

About Greenberg Gibbons

Celebrating 58 years of success, Greenberg Gibbons is one of the East Coast's premier developers, investors, owners, and operators of mixed-use, retail, commercial, and residential properties. The firm's rapidly expanding portfolio includes more than 6.7+ million square feet and \$1.6+ billion in assets, with another 3M+ square feet and \$1B in the development pipeline. Its innovative ground-up development and revitalization projects create engaging destinations and inspiring experiences, while making a positive ripple effect in the communities they serve. Headquartered in Baltimore, Greenberg Gibbons has more than 55 projects across eight states. For more information, visit www.ggcommercial.com.

Desired skills and experience include:

- Bachelor's degree in Accounting or Finance required; CPA or relevant professional designation preferred.
- Four to six years of accounting experience, including partnership, fund, investment management, or real estate accounting.
- Knowledge of partnership accounting, capital accounts, investor allocations, and fund-level financial reporting.
- Experience preparing financial statements and supporting schedules under GAAP; exposure to tax-basis and fair value reporting preferred.
- Experience with capital calls, distributions, investor reporting, and partnership tax concepts preferred.
- Public accounting or real estate fund accounting experience preferred.
- Proficiency with accounting and investor reporting systems; experience with Yardi and Juniper Square preferred.
- Strong analytical, problem-solving, organizational, and written and verbal communication skills.
- Ability to manage multiple deadlines, work collaboratively, and produce accurate, well-documented work with appropriate direction and review.

See Next Page for Responsibilities

Key Responsibilities will include, but are not limited to:

- **Fund Accounting and Financial Reporting:**
 - Maintain the books and records for investment funds, ownership entities, and related management entities.
 - Prepare monthly, quarterly, and annual financial statements, supporting schedules, and management reports under tax-basis, GAAP, or fair value reporting requirements, as applicable.
 - Perform account reconciliations and analyses and record investment, debt, equity, acquisition, disposition, and other fund-level activity.
 - Support valuation analyses, budgets, forecasts, cash flow projections, and the fund-level close process.
- **Capital Activity and Partnership Accounting:**
 - Prepare investor capital calls, distribution calculations, and related supporting schedules for review.
 - Maintain investor capital accounts, commitments, ownership records, transfers, and other capital activity.
 - Calculate and record allocations of income, loss, and distributions in accordance with partnership and operating agreements.
 - Support ownership, promote, and waterfall calculations, as applicable.
- **Investor Reporting and Administration:**
 - Prepare quarterly and annual investor reporting packages, capital account statements, and performance schedules.
 - Maintain investor information and reporting through Juniper Square or a similar platform.
 - Support investor onboarding, capital closings, information requests, and presentation materials.
- **Tax, Audit, and Compliance Support:**
 - Prepare schedules and analyses for partnership tax returns, K-1 reporting, estimated payments, and investor tax projections.
 - Calculate and record investor state tax withholdings and maintain supporting tax-basis records.
 - Prepare audit workpapers and financial statement support and respond to requests from auditors and tax advisors.
 - Apply partnership, operating, and subscription agreement terms to accounting records and maintain appropriate documentation and internal controls.
- **Systems and Collaboration:**
 - Identify and implement practical improvements to accounting processes, reporting, controls, and documentation.
 - Support accounting and investor reporting system enhancements and maintain standard operating procedures.
 - Work with Property Accounting, Asset Management, Acquisitions, Development, and external service providers to obtain information and complete assigned reporting.
 - Assist with special projects, acquisitions, dispositions, and other assignments directed by the Director.

Qualified candidates may send a cover letter, resume, and salary requirements in MS Word or PDF format to: Trey Farmer, Director – Corporate & Fund Accounting, at tfarmer@ggcommercial.com. Only selected candidates will be contacted for an interview.

Why You'll Love GG!

At GG, we believe work should be rewarding and fun. Here's what you can look forward to:

- We work hard and celebrate wins together
- Competitive pay and benefits
- Company events and perks throughout the year
- A culture rooted in community, giving back, and making a difference
- A fresh new office right off I-95, surrounded by shops, eats, and more

Ready to join a team that gets things done and has fun doing it? Apply today!
