

## Development Accountant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** DOE  
**Employment status:** Contract / Temporary

### Description

**Robert Half Finance & Accounting Contract Talent** is working with a general contracting firm (integrated real estate investment, development, asset and property management) specializing in multi-family, mixed-use, retail, and light industrial properties in Washington, D.C. Our client is searching for a **contract to hire Development Accountant** to join their growing organization!

Your primary responsibilities will include development accounting including project cost tracking and reporting, processing A/P and A/R, and construction draw processing. You'll also be responsible for tracking and leading cash planning meetings for development projects.

### Responsibilities

- Coordinate with the Development team on system of project tracking, assignment of project numbers and the establishment of new companies
- Coordinate with the Development and Accounting teams to track and report projected cash needs for all projects in the development pipeline on a monthly basis.
- Track project costs, process invoices and prepare journal entries to appropriately reflect all development project costs and activities from inception through completion.
- Review project invoices for appropriate coding and process for payment.
- Prepare and enter project related journal entries to accurately account for all project costs.
- Participate in and manage the monthly construction draw process with team, lenders and the title company including the preparation of sworn owner statements.
- Track assigned project budgets and lead monthly budget meetings to identify and discuss any cost/budget issues.
- Prepare year end work papers for development projects to facilitate the tax return preparation.
- Organize project cost information to assist with preparation of cost segregation studies.
- Reconcile project budget and final cost reports and prepare final close-out in Yardi.
- Coordinate with the Accounting and Property Management teams to transition property accounting and A/P processing after property opening.
- Track all project costs and budgets for remodels and renovations, including processing of all related invoices and lead periodic budget meetings to identify and discuss any cost/budget issues.
- Coordinate with the Development team in advance of remodel projects to reconcile project budgets against capital reserves to help identify sources of capital.
- Monitor and enhance current systems/processes for project accounting.
- Deliver other projects and activities, as required and requested.

### Requirements

- Bachelor's degree in accounting, finance, or related
- **Must have at least 3 years' real estate development accounting experience**
- **Must have draw accounting experience**
- Highly analytical with a demonstrated history of success with delivering on-time within tight timeframes
- Experience working in a Microsoft Office Suite Environment
- Must be proficient in Yardi
- Proven history as a results-oriented, motivated self-starter
- Ability and desire to work closely with colleagues within a collaborative, entrepreneurial, and fast-paced environment
- Strong problem-solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- Ability to effectively communicate complex issues both verbally and in writing to management and third parties
- Must possess keen attention to detail
- Ability to handle multiple tasks
- Strong planning and organizational skills
- Focused on providing outstanding customer service - proactive, highly responsive, and follows up

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**This Job Posting will expire in 10 days.**