

JOB TITLE: Senior Accounting Specialist | **REPORTS TO:** Founding Partner | **STATUS:** Full-time salary position

Dedication, entrepreneurship and creativity define Linville Team Partners, a commercial real estate brokerage firm serving the Piedmont Triad and surrounding regions. At LTP, we pride ourselves on the fun-loving, innovation-seeking, partner-driven culture we have created that encourages teamwork, promotes detail-oriented service for our clients, and distinguishes us among other companies in our industry. Our culture is what drives everyone in our office and it is also what defines us as an employer.

We are currently seeking an Senior Accounting Specialist who will play a vital role in assisting the founding partner with high level accounting and bookkeeping needs for investment portfolios and key investor relationships. For the near future, this individual will also play a role in certain executive assistant functions for the founding partner. Providing administrative assistance to the Founding Partner will be imperative to learn, adapt, and execute projects effectively both in the immediate and longer term future as part of the continued growth and success of the firm.

At LTP we place a high value on several intangibles that will make for a successful member of our team including self-motivation, attention to detail, and a passion for delivering the highest quality work in every aspect of our company. We take pride in the culture we have built and love going to work every day in a fun and fast-paced office.

Primary Responsibilities:

- Maintain and manage income statements, balance sheets, depreciation schedules, budgets and forecasts along with other accounting duties for the founding partner
- AP/AR for all properties within the portfolio
- Review monthly property management reporting for accuracy and trends
- Preparation and submission of updates and reports for partners/investors
- Monitor capital projects from time to time – invoicing: create, submit, and track funds
- Assist in preparing periodic corporate and investor presentations regarding existing properties and future potential business
- Assist in due diligence process on pending acquisitions and dispositions
- Assist in annual budget process with tracking/updating lease assumptions and financial projections
- Financial underwriting of new opportunities
- Comfortable being “in the weeds” of project management, scheduling, and other administrative tasks as needed to best support the firm’s Founding Partner

Candidate Requirements:

- Ability to work independently and collaboratively, as needed
- Minimum of 3 years of previous experience in commercial real estate, real estate asset management, commercial loan servicing/operations, finance, or accounting preferred
- Minimum 3 years experience with QuickBooks
- Highly organized with the ability to efficiently and accurately manage multiple projects and responsibilities
- Go-getter mentality, highly self-motivated with a high degree of follow-up
- Personable, friendly and welcoming
- Bachelor’s degree in business, finance, or accounting preferred
- Currently a public notary or able to gain the license within 60-90 days of employment

If you are detail oriented & self-motivated, can handle multiple tasks effectively, and are looking for a fun and entrepreneurial work environment in downtown Winston-Salem, this may be the opportunity for you. Learn more about LTP at www.LTPcommercial.com.

This is a full time position: 8:30-5:30, Monday-Friday. Please email resumes to our Search Partner, Julia Williams at Find Great People, LLC: jwilliams@fgp.com