



If you are interested in this position, please apply online via the link below or send your resume to Rockford's Talent Acquisition Specialist Emileigh DeWitt at edewitt@rockfordconstruction.com.

<https://rockfordconstruction.com/careers>

Senior Accountant

Work Location: 601 First Street NW, Grand Rapids, MI 49504

Position Classification: Full-time

About This Opportunity

Rockford Construction is looking for a Senior Accountant with a strong desire to excel and work across a variety of functions and is committed to delivering quality service to our clients. You will prepare financial statements and handle all accounting functions from beginning to end on assigned properties. This individual will work closely with the Rockford Development and Property Management teams to execute company objectives. This position reports directly to the Portfolio Controller.

If you have a passion for the property management and construction industry, apply today and become a part of our dynamic team!

Key Responsibilities

- Generate monthly rent charges, and ad-hoc charges to tenants and other parties as necessary.
- Monitor outstanding receivables and communicate collection efforts with management, record tenant and miscellaneous receipts.
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- Review and post invoices, and prep invoices and approvals for weekly payment.
- Perform monthly bank reconciliations, and security deposit accounting at tenant move out.
- Review month-end financials and make adjusting entries as necessary; assemble month-end reporting packages for assigned properties including financial synopsis.
- Generate reports for asset management purpose, for example cash-flow projections, capital spending, rent roll, etc.
- Maintain balance sheet account schedules.
- Participate in annual budget preparations, year end financial statements and workpapers for tax accounting.
- Maintain investor equity schedules and preferred return schedules.
- Monitor tenant improvement applications to budget and process for payment.
- Assist in annual CAM reconciliation.
- Prepare partner cash calls.
- Other duties as assigned.



Education Requirement:

- Bachelor's degree in Accounting from an accredited institution or the equivalent professional work experience.

Bonus Skills and Experience:

- People management experience a plus.
- Previous property accounting experience a plus.
- Experience using Yardi software.

Benefits

Rockford offers competitive compensation, 401(k) with company match, comprehensive healthcare plans, generous paid time off including, continued learning and training opportunities, on-site health and wellness activities, tuition reimbursement, flexible work schedules, and access to industry-leading technology. Team members are also provided opportunities to help shape their community for future generations through volunteer time off and opportunities for involvement with local organizations.

Who We Are

At Rockford, we're not just in the business of creating buildings – we're creating neighborhoods, businesses and communities and we're looking for people who are ready to make an impact. Rockford is a nationally recognized construction, development, and property management provider ranked by Engineering News-Record as one of the top 200 contractors in the nation. With regional offices in the Midwest and Southeast, we've built projects totaling more than \$5 billion in varying scope and size, serving education, healthcare, hospitality, multi-unit, mixed-use, senior living, manufacturing and industrial clients. We're delivering forward-thinking ideas with an approach that's built on safety, teamwork and a dedication to quality. Rockford Construction respects and values the characteristics, talents, and perspectives that make each person unique. We believe that by bringing diverse individuals together, in an inclusive manner we can more effectively collaborate, innovate, and solve the problems that face our world. We are committed to creating and fostering a team, partners, and strategies that reflect this purpose.

Type of Environment

The work environment for this position is a mix of a typical office environment and visits to construction project sites. When in the office, the physical demands require the ability to sit for long periods of time. Intermittent movement will be necessary to perform requirements of the position such as accessing centrally located office equipment.

Environmental Factors

The work environment for this position may subject the individual to hazards commonly associated with construction sites. Examples of physical hazards include noise, proximity to moving vehicles, atmospheric conditions, close quarters, uneven surfaces, and elevated surfaces. The individual may also be subjected to outside environmental conditions (weather) where protection may not be available. Personal Protective Equipment (PPE) is required at all times outside the job trailer. The work environment for this position may also include occasional visits to the corporate office and job site trailer, the physical demands require the ability to sit for long periods of time.



Rockford Construction is an Equal Opportunity Employer (EOE). We invite all qualified applicants to apply and do not discriminate against individuals because of their race, color, religion, national origin, gender, physical or mental disability, veteran status, or age.