

## Staff Accountant

Full Time Employee

### **About EchoStone**

The EchoStone Housing System makes it easier for developers and contractors to design and build resource-efficient housing communities through the application of better building technologies. EchoStone empowers real estate developers to create better housing communities for all people by providing sustainable building solutions that reduce carbon, expedite construction, make affordable housing projects more profitable, and lower utility costs to owners. EchoStone challenges traditional building methods to suit the needs of community housing projects in emerging markets, enabling contractors to introduce and expand green building practices while improving productivity.

### **POSITION SUMMARY:**

The **Staff Accountant** will prepare journal entries, reconcile financial statements and accounts and ensure financial data accuracy. The Staff Accountant must be knowledgeable of accounting and US GAAP rules, and generally knowledgeable of tax principles. Knowledge of IFRS a plus.

### **JOB RESPONSIBILITIES:**

- Prepare journal entries relating to cash, accounts payable, accruals, and a variety of other information ensuring that data is accurate. Ensure that entries align with generally accepted accounting principles.
- Ensure that data supports EchoStone budgets and forecasting requirements and provide solutions to control issues.
- Review financial reports for completeness and accuracy; identify any accounting errors or irregularities
- Reconcile accounts with the general ledger. Ensure that all entries are accurate and that transactions are reported in accordance with US GAAP. Make changes as errors are found.
- Maintain tracking tools.
- Review expense reports for compliance with company policy.

Additional Responsibilities Include (but not limited to):

- Establish relationships with key business personnel and with external advisors.
- Willingness and ability to learn about construction sites in related markets.
- Special projects and other functions as required by manager.

### **CORE COMPETENCIES TO BE SUCCESSFUL:**

- Planning and reporting functional skills and experience
- Self-starting independent thinker
- Detail oriented and well organized
- Ability to quickly assimilate, process and document information
- Good understanding of GAAP financial statements and accounting and audit procedures
- Previous exposure to accounting (including FX, JV accounting and consolidation), construction and foreign currency

- Strong problem solving skills
- Strategic, analytical and forward thinking skills
- Strong follow-through skills
- Strong communications skills (both written and verbal) and ability to communicate clearly to all levels in the organization including a broad base of finance and business partners in other cultures

**RECOMMENDED QUALIFICATIONS:**

- Bachelor's degree; CPA a plus
- Minimum three years accounting experience
- Experience with internal controls over financial reporting
- Demonstrated ability to achieve results
- Experience with Quickbooks or other accounting systems preferred
- Must be able to communicate effectively with concise, and reasonable manner
- Ability to multi-task in a fast paced environment
- High proficiency with Microsoft Word, Excel, PowerPoint also required

*If you or someone you know is qualified and interested in this role, please forward their resume with a cover letter regarding their interest to Danae Gruszczynski at [danae.gruszczynski@echohousing.com](mailto:danae.gruszczynski@echohousing.com)*