

# Sterling Management, LLC

Position: **Tax Accountant**  
Function: Financial  
Reports to: Director of Accounting and Financial Reporting  
Type: Full Time  
Location: Fargo, North Dakota  
FLSA Status: **Exempt**

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## **Who We Are:**

Sterling Management, LLC is the Advisor to, and is responsible for, managing the day-to-day affairs of Sterling's Multifamily Real Estate Investment Trust (REIT) and Sterling Office and Industrial Real Estate Investment Trust (REIT).

## **Job Purpose:**

The Tax Accountant is responsible for the accurate and timely preparation of federal, state, and local tax returns for investments. This role will gather information, plan strategies, research tax laws and correspond with internal and external stakeholders, as necessary. The Tax Accountant will own the implementation and management of Sterling's income tax compliance and will also be responsible for the review and coordination of tax provisions and tax sections of SEC filings for the Multifamily Trust and the Office and Industrial Trust. This role will partner closely with the investor relations team to ensure appropriate communication and invoices are completed.

## **Core Performance Responsibilities:**

### **Key responsibilities:**

- Assist with scheduling of annual, quarterly, and year-end tax dates and associated deliverables.
- Manage all areas related to tax reporting and tax accounting for both the Multifamily and Office and Industrial Trusts.
- Coordinate earnings & profits calculation for dividend classification 1099-DIV reporting which includes:
  - Projecting out the income statement and balance sheet
  - Sending all pertinent financial statement information to allow third-party tax preparers to prepare tax calculations.
  - Review tax calculations received from third-party tax preparers Prepare Forms 1099-Misc and 1099-Div.
- Communicate with internal and external stakeholders to ensure the accuracy of tax filings and recording of tax payments.
- Analyze operating cash requirements; calculate and propose cash distributions; assist investor relations in preparing and communicating contribution requests and distribution notifications to investors.
- Coordinate and review reasonableness and accuracy of third-party tax preparers compilations on partnership and REIT tax returns, including but not limited to Form 1065, Form 1120, and K-1's.
- Prepare and review partnership tax returns for related party partnerships of the trusts and property management company.
- Research accounting/tax matters and stay abreast of tax law changes in the Company's jurisdictions to ensure compliance with laws and to ensure optimal use and application of such laws.
- Prepare property manager packets for commercial properties as assigned.
- Calculate real estate tax and special assessment information in both trusts.
- Responsible for quarterly work assignments including, but not limited to:
  - Create K-1 distribution spreadsheet for third-party tax preparer.
  - Prepare REIT compliance calculations for the Multifamily and the Office and Industrial Trusts
  - Review of quarterly distribution funding letters for both dividends and distributions
  - Prepare distribution report and dividend/distribution workpapers.
  - Prepare Quarterly Linking File Report for the Multifamily Trust
  - Prepare Financial Statements
  - Prepare website information for Investor Relations.
  - Prepare uncertain tax position memos.

- Prepare and maintain prepaid tax withholding detail along with ensuring monthly, quarterly, and annual tax payments and reporting are made; assist investor relations to ensure invoices are processed in a timely manner each month.
- Assist with investor relations, acquisitions, and dispositions.
- Perform other duties as assigned.

## **Essential Job Requirements and Functions:**

### *Experience, Education and Licensure*

1. Bachelor's degree required/Advanced degree in Taxation preferred.
2. 3-4 years of experience in Tax accounting preferred.
3. Experience with REIT/real estate and partnership tax issues preferred.
4. Proficient in the use of spreadsheet programs, depreciation, and tax preparation software
5. Attention to detail.
6. Personable, able to develop and maintain strong working relationships with a variety of internal and external stakeholders.
7. Ability to work independently with limited supervision.
8. Ability to multi-task and prioritize in a fast-paced work environment.
9. Excellent verbal and written communication skills.
10. Excellent organizational skills and attention to detail.
11. Excellent customer service skills.
12. Strong analytical and problem-solving skills.

### *Physical Demands*

1. Ability to lift to 30 lbs.
2. Ability to travel.
3. Requires prolonged sitting with occasional walking, standing, bending, stooping, and stretching.

### *Work Environment*

1. Must be willing to work extended hours in a demanding and sometimes stressful environment. Evening and weekend work is required at times.
2. The noise level in the work environment is usually moderate.

*Duties described above are not intended to be a comprehensive list of all activities, duties, and responsibilities required. Team members may be asked to perform other duties as required. Duties, responsibilities, and activities may change at any time with or without notice.*

*All offers of employment are conditional, based on the successful completion of the pre-employment process which includes a criminal background and pre-employment drug testing.*

*The above job description does not constitute a contract of employment or a contract between Sterling Management and any of its team members. Employment at Sterling Management is at-will, which means that either the team member or Sterling Management may end the employment relationship at any time, for any lawful reason, with or without cause, and with or without notice.*

*Sterling Management is an equal employment opportunity employer.*