

Sterling Management, LLC
Job Description

Job Title: Project Accountant

Reports To: Director of Accounting and Financial Reporting

Direct Reports: N/A

Classification: Salary (Exempt)

Last Updated: 1/1/2022

Job Purpose:

The Project Accountant is responsible for aspects relating to the Company's Capital Projects and Construction Accounting function. This position works with tight deadlines and a multitude of accounting activities including Property, Construction in Progress & R&M preparation, project creation and oversight duties, assist in financial reporting, quarterly and year-end audit preparation and support of budget and forecast activities.

At Sterling, all of our team members significantly contribute to our Company's vision of being the most reliable, well-managed and transparent REIT management firm in the United States. Our mission is to provide low-risk and income-producing real estate investment opportunities to our investors. Ultimately, Sterling exists to serve investors by providing solid and consistent returns. The Project Accountant role strengthens our Company's mission and vision as an individual contributor, supporting the Accounting and Finance Department.

Core Performance Responsibilities:

• ***Financial Operations:***

- Apply proper accounting methods, policies, and principles to construction/contract accounting to ensure all project costs, and related party income are being reported under the correct accounting guidance.
- Obtain and review property level bank reconciliations, balance sheet, income statement, and cash flow statements, property budgets and forecasts from third party property managers.
- Perform and participate in daily operations of the Finance and Accounting Department including the following functions:
 - Accurately record income, expenses and changes in assets and liabilities on a monthly basis.
 - Review capital expenditures for proper capitalization or expense under company policy.
 - Responsible for daily coding and workflow initiation for the timely payment of all payables.
 - Ensure vendor invoices and receipts/deposits are properly assigned property codes and GL accounts.
 - Ensure proper lien waivers are sent out and obtained for all capital projects billed.

- Reconcile all balance sheet accounts (examples include but are not limited to Cash, RE Taxes, Insurance and Fixed Assets) and applicable schedules to balance the general ledger, post related entries, and ensure accurate reporting.
- Ensure SOX compliance through internal control processes and procedures over construction and project accounting and support construction quality assurance initiatives as needed.
- Assist in the preparation of monthly and quarterly financial reporting of the Company.
- Assist in the annual company budgeting process through providing necessary reports and property related information to the appropriate parties.
- Oversee Billing/Invoicing on all projects as well as maintaining appropriate documentation for project percent complete- both for reporting and construction management.
 - Communicate with vendors for necessary billing information/invoices to ensure timely project closeout and payment.
- Manage and maintain a comprehensive database of building components as well as corresponding warranty information, if applicable.

- **Business Operations:**

- Vendor Management
 - Act as the liaison between Project Managers and Vendors.
 - Manage master vendor bid list and add new vendor contacts.
 - Ensure all vendor contact information is up to date both in YARDI, and on the Master list for both the estimating POC and billing POC.
 - Send out Vendor Packets (Contracts, W9, COI, Worker's Compensation) and ensure receipt of all necessary information if Vendor is retained for services.
 - Coordinate with third party property managers to ensure consistency of documentation being sent out to vendors.
- Assist Capital Projects Team with Change Order/Amendment Preparation
 - Prepare Change Orders/Amendments for established and in progress projects to provide to Project Managers for review and signature, to ensure timeliness of payments and maintaining sound vendor relationships.
- Obtain and maintain a thorough understanding of the Company's financial reporting, general ledger structure and internal controls.

- **Leadership:**

- Be responsible and accountable for your actions and reactions.
- Understand and engage in trainings, projects and processes aligned to this role and any organization-wide required trainings within the defined timelines.
- Work side by side along with leadership and support teams as appropriate.
- Incorporate learnings from fellow team members into your personal growth and development.
- Serve as a mentor to help in the growth and development of fellow team members.
- Create goals, processes, and habits to succeed in your personal growth and development.
- Cultivate a culture of diversity and inclusion for our team members by:
 - Ensuring compliance with all SEC laws and regulations as well as government programs.
 - Ensuring decisions made and work completed represent our company values.

- Develop and grow your self-awareness around your beliefs and behaviors.
- Communicate professionally and effectively with fellow team members through active listening to understand.
- Know as many team members by name and face as possible, using their name as much as possible.
- Participate in community initiatives and organizations.
- Understand and follow all OSHA and our company safety standards for work you perform.

Complete special projects and other duties as assigned.

Essential Job Requirements and Functions:

Experience, Education and Licensure

1. Ability to multi-task, prioritize responsibilities, manage time, as well as possess an orientation toward details.
2. Strong interpersonal and communication skills with ability to relate and address issues with a diverse group of people.
3. Strong analytical, problem-solving and critical thinking skills.
4. Working knowledge and understanding of Generally Accepted Accounting Principles (GAAP), practices, standards, laws and regulations; and comfort with some complex accounting issues preferred. SEC reporting experience preferred but not required.
5. Bachelor's degree in Accounting or related subject preferred; or two to four years' related experience and/or training; or equivalent combination of education and experience.
6. Yardi Property Management Software is preferred.
7. Microsoft Power BI is preferred.
8. Proficiency in Microsoft Suite including SharePoint, Word, Outlook and Excel is preferred.
9. Proficiency of the English language in reading, writing and verbal communication.

Physical Demands

1. While performing the duties of this job, the team member is required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; lift or move up to 25 pounds, and speak clearly and hear well.
2. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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, most often at the beginning and end of each month due to business operational cycle.
2. Must be adaptable and able to work within a constantly changing work environment.
3. Prompt and regular attendance required.
4. The noise level in the work environment is usually moderate.
5. Travel to various sites and/or locations required.

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 check.

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

Statement of Understanding

Team Member signature below indicates the team member's understanding of the requirements, essential functions, working conditions, physical demands, and duties of the position. Team Member signature below indicates they can perform all the duties and will reach out to their direct manager should they need any type of accommodation to perform any of the duties.

Team Member_____ Date_____