

# Staff Accountant



## WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

## WHAT YOU'LL DO

### The quick overview

We seek a bright, focused, detail-oriented person with strong organizational skills and ability to prioritize tasks. You will be responsible for completing monthly accounting duties, including journal entries, maintenance of general ledger, account reconciliations, coordinating intercompany transactions and preparation of monthly financials, year-end tax packages and special projects, as required.

### The basics

- Perform quality, detailed work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, etc.
- Work effectively in a team.
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations. Nobody's an island!

### The nitty-gritty stuff

- Training and mentoring staff.
- Performing variance analyses and preparing account reconciliations.
- Coordinating more complex accounting projects and initiatives with other members of the accounting and finance team or with other departments.
- Review general ledger accounts and prepare monthly journal entries, including accruals and adjusting journal entries.
- Performing account analysis and reconciliation, including bank statements and intercompany general ledger accounts.
- Prepare monthly sales entries and month-end accounting packages.
- Prepare detailed analyses and explanations of Balance Sheet accounts.
- Various inventory functions including being able to identify and correct job costing errors.
- Communicate accounting issues to Seniors and Managers in a timely manner and be able to propose solutions.

## WHAT YOU NEED

- Proven accounting experience (3+ years' experience) or other similar position
- Homebuilding, real estate, or construction experience preferred.
- Advanced Microsoft Excel Skills
- Excellent communication skills, written and verbal.
- Excellent attention to detail, including the ability to notice small details of all tasks – no matter how large or small – and produce high-quality results.
- BS/BA in accounting, finance or relevant field is preferred
- Professional certification (i.e., CPA) is a plus.

## WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- 401k with company match.
- Company-provided life insurance, as well as full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, accident insurance.
- Company-sponsored employee events.