



# PENN GROUP OF COMPANIES

## **Staff Accountant**

The Penn Group of Companies (the “Penn”) is currently seeking a qualified candidate to fill the Staff Accountant position based at the Company headquarters in Bala Cynwyd, PA.

### **Company Information**

Penn owns and manages over 1,000,000ft of commercial real estate and hotel projects at various locations in the northeast United States and also operates eight utility-scale solar farms in Ontario Canada and the United States. As a developer, we are continually adding new and diverse assets to the portfolio. Additional information about Penn may be found on the website: [www.PennGroup.net](http://www.PennGroup.net).

### **Position Description**

The Staff Accountant will be an integral part of a small team with responsibility for daily accounting, report and analysis preparation, lender reporting and other assignments in support of the successful operation, growth, maintenance and debt-service of the portfolio.

### **Position Responsibilities**

The Staff Accountant will be responsible for a variety of work duties that will include, but are not limited to, the following:

- Enter and journalize general ledger accounting transactions using Yardi or M3
- Create budgets and conduct periodic budget analyses for management review
- Support other accounting department personnel as needed.
- Produce full and detailed management reports including all supporting documentation as required by lenders and other project parties
- Create actual, comparative and variance reports as needed

### **Requirements**

- A Bachelors degree in Accounting
- Experience with ideally a real estate management or construction company.
- Proficient using at least one enterprise accounting software (such as Yardi) a plus.
- Above-average Excel skills

### **Characteristics of the Successful Candidate**

- A self-starter: he/she takes ownership of his/her responsibilities and can be relied upon to independently follow through on agreed plans to the finish.

- An active and constructive communicator: the Staff Accountant can write and communicate clearly and succinctly; he/she will operate transparently clearly conveying his/her intentions at all times.
- Has high standards for the quality of his/her work: The Staff Accountant will have the experience to tell the difference between unacceptable, acceptable and excellent work product.
- A lifelong learner: Possesses excellent observation and research skills and learns from his/her mistakes. Is open to learning and applying new concepts.
- Pays attention, absorbs when taking direction and working with others, and responds appropriately to the details in everything.
- Works well under deadline pressure, prioritizes and manages time effectively.

### **Compensation**

Compensation will be competitive and commensurate with experience. It will include a base salary as well as an annual performance bonus.

### **Application Instructions**

If you are interested and qualified for this role, please submit a resume with a summary of your relevant experience to [jobs@PennGroup.net](mailto:jobs@PennGroup.net) for consideration. Principals only; no phone inquiries, please.