

Position: Supervising Senior /Assistant Manager of Accounting



Reports to: Accounting Manager

Primary Focus

The supervising senior accountant position assists with various responsibilities of the corporate accounting office of Pebblebrook Hotel Trust. Based on level of experience, position of Assistant Manager of Accounting will be considered.

Position Responsibilities:

- Assist with preparation of corporate balance sheet reconciliations and record journal entries, as assigned.
- Review workpapers prepared by staff accountants.
- Review hotels balance sheet reconciliations and provide comments to hotel Director of Finance.
- Serve as a point of contact to hotel Director of Finance and work with hotel accounting team on various tasks and projects.
- Review hotel capital expenditures.
- Assist in providing information to auditors during quarterly reviews and year end audits
- Perform hotel level control and procedure reviews on-site (requires travel to hotels approximately 2-4 times per year for approximately one week).
- Assist in training of staff accountants.
- Other projects as assigned.

Requirements:

- Bachelor's degree in accounting from an accredited college.
- CPA or working toward certification
- Strong understanding of generally accepted accounting principles.
- Four or more years of corporate general ledger or public audit experience, or a combination.
- Strong attention to detail with good organizational skills.
- Self motivated.
- Strong analytical, critical thinking and problem-solving skills.
- Effective verbal and written communication skills.
- Ability to prioritize workload and meet deadlines.
- Ability to work in a fast-paced team environment.