

Position: Staff Accountant



**Reports to:** Senior Accountant

**Overview:**

The staff accountant position will be assisting with various responsibilities of the corporate accounting office of Pebblebrook Hotel Trust.

**Position Responsibilities:**

- Assist with preparation of corporate balance sheet reconciliations and record journal entries, as assigned.
- Assist with monthly financial statement tie out.
- 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
- Assist with internal control documentation and testing.
- Perform hotel reviews requiring travel to a hotel to perform SOX procedures at the hotel.
- Other projects as assigned.

**Requirements:**

- Bachelor degree in accounting from an accredited college.
- CPA, CPA candidate, or public accounting experience a plus.
- Understanding of generally accepted accounting principles.
- Strong attention to detail with good organizational skills.
- Ability to prioritize workload and meet deadlines.
- Excellent verbal and written communication skills.
- Analytical and research skills.
- One to two years experience in a corporate office environment or public accounting.