

Position: Senior Accountant – Financial Reporting & SOX Compliance



Reports to: Accounting Manager – Financial Reporting & SOX Compliance

Primary Focus

The senior accountant position will assist with various responsibilities of internal and external financial reporting, internal controls documentation and testing, acquisition and disposition activities and other special ad hoc projects.

Position Responsibilities:

- Assist with the preparation and tie out of all SEC filings, including Forms 10Q, 10K, 8K, Proxy statements and the supporting schedules.
- Assist with the preparation of equity and distributions payable schedules, and the related journal entries.
- Assist with updating and maintaining accounting policies, procedures and internal controls documentation.
- Travel to our hotel properties to execute our internal audit program (i.e., perform hotel reviews).
- Perform entity level control testing at corporate office.
- May assist with acquisition or disposition activities (which may require travel).
- May assist with other property level reviews (i.e., balance sheet reviews, consolidations/tie-out, etc.).
- Assist in providing information to auditors during quarterly reviews and year end audits.
- Assist in the research and interpretation of accounting guidance to determine accounting positions.
- Ad-hoc reporting and special projects as needed.

Requirements:

- Bachelor's or Master's degree in accounting, or related field.
- 2 years of public accounting or relevant work experience is preferred.
- CPA license or progression towards CPA license is preferred.
- Knowledge of SEC reporting, accounting principles, and internal controls.
- Detail oriented with strong documentation skills.
- Ability to prioritize workload and meet deadlines.
- Excellent verbal and written communication skills.
- Strong analytical and research skills.
- Experience with Workiva is a plus.
- Proficient in Microsoft Office.
- Willing to travel up to 10%.