

Position: Accounting Manager – Financial Reporting & SOX Compliance



Reports to: Assistant Controller – Financial Reporting & SOX Compliance

Primary Focus

The Accounting Manager will manage the company's internal audit program and perform various internal and external reporting responsibilities.

Position Responsibilities:

- Maintain and develop internal audit processes/procedures and oversee control testing in compliance with COSO at hotel properties and entity level.
- Prepare annual internal audit scoping and SOX plan.
- Coordinate and support hotel site visits.
- Travel to hotel properties to execute our internal audit program.
- Assist with the preparation and review of SEC filings including Forms 10Q, 10K, and 8Ks, proxy statement, GAAP disclosure checklist and supporting schedules.
- Maintain quarterly workpapers on complex areas, such as impairment testing, cash flow, earnings-per-share, equity, and other areas.
- Assist with interpreting technical accounting guidance and the implementation of new accounting standards (as applicable).
- Assist with managing the relationship with our external auditors and managing audit deliverables during quarterly reviews and year end audits.
- Ensure accounting policies and procedures are updated and develop new accounting policies as necessary.
- Assist with acquisition or disposition activities (as applicable, which may require travel).
- Directly oversee balance sheet reconciliations and capital purchases for a portfolio of properties.
- Supervise and review related workpapers and journal entries prepared senior/staff accountants.
- Liaison with asset management, finance, and investment groups
- Assist with special projects and ad-hoc requests, as necessary.

Requirements:

- Bachelor's or Master's degree in Accounting
- 5+ years of public accounting and/or relevant work experience with a publicly traded company
- CPA license required.
- Knowledge of SEC reporting, accounting principles, and internal controls.
- Technical and analytical capability and ability to identify potential issues and complete the necessary research.
- Willing to be hands on and assist in all areas when needed.
- Ability to apply technology and systems to improve processes.
- High standards for integrity and accuracy.
- Strong character, intellectual curiosity, and professional skepticism.
- Detail oriented with strong documentation skills and work paper standards.
- Strong organizational skills and ability to plan and prioritize and meet deadlines.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office and strong Excel skills.
- Experience with Workiva is a plus.

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- Willing to travel up to 10-20%.