

## JOB DESCRIPTION



**Job Title:** Senior Accountant – Fixed Assets & Joint Ventures  
**Department:** Accounting  
**Reports to:** Controller  
**Direct Reports:** None  
**Date Prepared:** September 2019

<b>Job Summary</b>	<p>We are looking for an experienced Senior accountant to perform accounting and analysis functions integral to our Fixed Assets and Joint Venture partnerships. This position is responsible for maintaining the general ledger and preparing month-end close procedures, reconciling general ledger account balances and bank statements, preparing accurate monthly financial reports and accounting summaries, examining accounting documents for accuracy and ensuring compliance with internal control policies and procedures and accounting standards. This role requires excellent analytical skills, a thorough knowledge of accounting principles and the attention to detail necessary to ensure accurate reporting in all areas.</p>
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>• Prepare journal entries on a daily and monthly basis, ensuring accurate account balances and compliance with GAAP.</li> <li>• Reconcile balance sheet accounts on a monthly basis by verifying, allocating, posting, reconciling transactions; resolving discrepancies.</li> <li>• Determine capital asset versus expense in accordance with US GAAP.</li> <li>• Responsible for coordinating and updating records for fixed asset inventory counts for all locations.</li> <li>• Prepare and coordinate external and internal audits, and provide audit support for Fixed Assets.</li> <li>• Maintain fixed assets module in JDE including GAAP and tax depreciation journal entries.</li> <li>• Assist with preparation of quarterly tax provisions and annual tax return.</li> <li>• Oversee all aspects of accounting and financial reporting related to all joint venture partnerships.</li> <li>• Assist in the preparation of budgets and estimates for joint venture related items.</li> <li>• Request and review various deliverables from JV partners including financial statements, audit reports, and checklists.</li> <li>• Partner with various colleagues including the Commercial and Development teams.</li> <li>• Understand internal control procedures and regulations.</li> <li>• Assist in maintaining and updating accounting policies and procedures.</li> <li>• Provide support for external and internal auditors</li> <li>• Assist with special projects.</li> </ul>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Accounting required.</li> <li>• 4 to 6 years of accounting or finance experience required, preferably in corporate or public accounting.</li> </ul>
<b>Knowledge, Skills, Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge of generally accepted accounting principles and procedures, as well as internal control procedures and regulations</li> <li>• Superior analytical and problem-solving skills.</li> <li>• Good verbal and written communication skills.</li> <li>• Proven ability to work both independently and collaboratively with different levels of employees.</li> <li>• Experience with Joint Ventures and Fixed Asset accounting preferred.</li> <li>• Knowledge of Microsoft Office, including strong Excel skills.</li> <li>• Knowledge of accounting software required, Oracle based JDEdwards General Ledger System preferred.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Ability to operate normal office equipment.</li> </ul>

	<ul style="list-style-type: none"><li>• Extensive use of computer.</li><li>• Ability to sit for extended periods of time.</li><li>• Ability to lift up to 15 lbs.</li></ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"><li>• Normal office environment.</li></ul>

*The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.*