

L&M DEVELOPMENT PARTNERS INC.

Development Accountant

L+M Development Partners Inc., an established residential developer/builder, has an excellent opportunity for a Development Accountant. Candidate must have the ability to thrive in a fast paced entrepreneurial environment.

Since its inception in 1984, L+M Development Partners, Inc. has been an innovator in developing quality affordable, mixed-income and market rate housing, while improving the neighborhoods in which it works.

A full-service firm, L+M works from conception to completion, handling development, investment, construction and management with creativity that leads the industry. L+M is responsible for more than \$6 billion in development, construction and investment, and has created or preserved more than 17,000 high-quality residential units in New York's tristate area, the West Coast and Gulf Coast regions. Community leaders, government officials and institutional investor organizations turn to L+M because of its consistent track record of excellence.

L+M is a double bottom line company, where its success is measured not only in financial returns but also by the positive impact it makes. L+M takes pride in its long-standing dedication to the communities it serves, demonstrated through an annual scholarship fund, job training programs, after-school programs, and substantial support for local nonprofits.

L+M brings a superior level of commitment to its investments in developments, and equally important, to its investment in people. For more information, please visit: <http://lmdevpartners.com>.

Areas of Responsibility:

Development Accounting:

- Contracts: acquire and review all development contracts to bill, including all supporting information.
- Contracts: enter contract detail in Sage 300 / Timberline.
- A/P: Data entry of invoices using Sage 300 / Timberline and Timberscan for multiple major ground-up construction and preservation projects.
- Match invoices to contract commitments and attach related supporting documentation.
- A/P: Final review of invoice coding, vendor ID, job number, cost code, commitment, etc.
- A/P: Mail processing: route invoices to appropriate accountant for processing.
- Bank draws: Support Project Accountant by providing documentation for monthly loan draws.
- Interact with Project Managers, in-house insurance group, and vendors to resolve and reconcile any discrepancies and/or issues.

Job Requirements:

- Real estate development experience preferred.
- Timberscan experience preferred.
- Good communication and interpersonal skills.
- Excellent problem solving / judgment skills and high level of attention to detail and accuracy.
- Strong organizational skills and the ability to work under pressure.
- Ability to handle and prioritize multiple tasks and meet all deadlines.
- Proficiency in all MS Office tools including Excel

Education Requirements:

- Associate Degree in Business Administration/Accounting preferred.

Years of Industry Experience Required:

- Minimum 2 years related experience

L+M offers competitive compensation and benefits and tremendous potential with a growing residential real estate developer/builder organization.

L+M is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.