

JOB DESCRIPTION

JOB TITLE: Senior Manager, Accounting

JOB TYPE: Full-Time

LOCATION: Denver, Colorado

SUPERVISOR/MANAGER: Director of Finance and Accounting

Our Company

Focus Corporation is a Denver-based real estate investor and developer of high-quality office, retail, residential, hospitality and mixed-use properties primarily in the Denver-metro area. Our portfolio includes a diverse range of properties including but not limited to retail and office space, hotels, coworking space, surface parking lots, warehouse and self-storage facilities and special event space. Guided by the very same entrepreneurial spirit on which we were founded, Focus Corporation identifies and responds quickly to unique opportunities in the market with the mission of enhancing the communities in which we work and live. Our projects are executed through people of integrity, authenticity, professionalism and drive.

Position Summary

We are looking for an experienced accounting senior manager to participate in all aspects of financial management, including corporate accounting, operational accounting, financial reporting, budget and forecast preparation, as well as development of internal control policies and procedures.

Responsibilities

- Ensure that accounting systems, processes and procedures are in place and followed by all members of accounting department.
- Oversees the daily operations of the Accounting team
- Manage the monthly close process
- Develop and prepare financial statements and variance analysis.
- Produce monthly, quarterly, and yearly budget and forecast reports for delivery to upper management.
- Provide cash flow reporting and forecasting
- Prepare or review detailed journal entries and balance sheet reconciliations
- Work closely with all other departments.
- Implement appropriate internal controls.
- Monitor loan compliance covenants and provide periodic reporting as required
- Coordinate with external tax accountant
- Maintains open communication with financial customers, vendors and/or sites
- Management of 3 accounting staff members while providing them leadership, mentoring and support.

Qualifications

- Bachelor's Degree in Accounting or related field is required
- CPA or Masters degree in related field preferred
- A minimum of 4-6 years progressive accounting experience
- Real estate experience preferred
- Excellent managerial and interpersonal skills

- Exceptional oral and written communication skills
- Excellent organizational skills and attention to detail
- Proficient with Microsoft Office – primarily Excel
- Experience with complex intercompany transactions desired
- Experience with various accounting systems
- Accounting system implementation experience a plus
- Team-oriented attitude
- Highest level of honesty and integrity

Education

- Bachelor's (Required)

License

- CPA (Preferred)

The Perks:

Focus offers great benefits including health, dental, vision and life insurance, up to 4% match on 401K, 10 paid holidays, 3 weeks of paid time off for the first year (increasing to 6 weeks off after 11 years), free parking and a free ECO Pass! In addition to those great perks, our offices are located in Enterprise which is a coworking space that we developed. We get to reap the benefits of working out of the coworking space which includes goodies like local brewed coffee, local microbrews and soda on tap, ping pong (we get a little competitive), gym and a full calendar of all sorts of community events and fun Focus team events.

Our Values:

Focus started with a single employee and a single pushcart on Denver's 16th Street Mall. Guided by the following values, we have grown the company to a nearly 100-person team developing some of Denver's highest profile and most exciting projects:

- *Be Excellent.* We take ownership of our work. We are accountable and responsible.
- *Be Authentic.* We are real. We value open and honest communication.
- *Be Hungry.* We love to learn, share and grow. We get the right stuff done.
- *Be Happy.* We love to have fun. We are positive and optimistic.

To apply to this position email your resume to careers@focuscorporation.com.