

## **Job Description: Staff Accountant**

### **Basic Info:**

Position: Staff Accountant

Company: Dudley Ventures, LLC

Location: Phoenix, AZ

Job Type: Investment Banking

Beginning Date: Immediate

### **Job Description**

We are looking for a staff accountant to be a key member of our accounting department. We operate in a fast paced environment in the downtown area. The position reports to the leadership team in the Financial Reporting & Accounting department, and includes direct interaction with transaction and compliance teams and company ownership.

The right candidate will thrive on the ability to learn new concepts and move amongst various tasks easily. Prerequisites for success include detail orientation, strong organizational skills, and dedication to meeting deadlines. If you have the energy and skills to thrive while benefiting from the opportunity for professional growth and having fun in the process, you will make a great addition to the Dudley Ventures team.

Dudley Ventures, LLC is an investment and advisory services firm specializing in tax credits and other tax advantage investments. DV has a track record of success with the vision, staff and values to succeed. DV offers competitive compensation, excellent benefits including medical, life and 401k and is an equal opportunity employer.

### **Key Responsibilities**

- Accounting for multiple entities, including invoicing, bank deposits and payments, journal entries and account reconciliation,
- Preparing internal and external financial statements for review,
- Preparation of support for partnership tax returns and audited financial statements,
- Communication with third parties regarding reporting to be received,
- Preparation of entries for consolidating financial statement process,
- Special projects requiring analysis and knowledge of GAAP and income tax principles.

### **Job Requirements**

- Bachelor's degree in Accounting, with a strong knowledge of GAAP,
- Intermediate level abilities with Excel and other Microsoft Office products,
- Strong communication and organizational skills,
- Understanding of automated accounting systems such as Microsoft Dynamics/Quickbooks, experience preferred,
- Attention to detail, with a high degree of accuracy,

- Team player perspective with a positive attitude,
- Familiarity with partnership tax returns a plus,
- Experience in accounting, public accounting a plus,
- CPA or candidate preferred.