

Staff Accountant

In business over 20 years, Dudley Ventures, LLC and its affiliates have invested over \$1.6 billion with its national banking partners to finance projects with deep community impact. We have structured and closed transactions utilizing New Markets Tax Credits, Historic Tax Credits, Low Income Housing Tax Credits and Renewable Energy Tax Credits, providing low-cost financing to projects in low income communities and investments in renewable energy projects. Dudley Ventures has a track record of success with the vision, staff and values to succeed.

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.

Key Responsibilities Include:

- 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.

The Right Person Will Have:

- 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, 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.

DV offers competitive compensation, excellent benefits including health, life and 401k and is an equal opportunity employer.

Email resume to: employment@dudleyventures.com