

## Staff Accountant

June 2023



### Who We Are

Founded in 2011, Timberlane Partners is a Seattle-based real estate investment, development, and asset management company with a focus on multifamily real estate. The firm, led by Dave Enslow and John Chaffetz, acquires, improves, and manages properties with a focus on providing superior returns to their capital partners and investing in compelling projects.

Timberlane has acquired and built more than \$1 billion worth of assets in key markets along the West Coast and Mountain West regions of the US. The firm's rigorous approach to investing is designed to deliver outsized returns without taking outsized risks. Timberlane prides itself on being a responsible steward of investor capital.

### About this Position

We are looking for a full-time staff accountant to join our finance team and support all aspects of our real estate investment process. You will be an invaluable part of our growing company and will have significant opportunity for direct mentorship in all aspects of real estate, accounting and financial strategy. This position is on-site at our Seattle office with the potential for hybrid work and reports to the Real Estate Controller.

### Primary Responsibilities

- Perform account reconciliations and data entry
- Maintain QuickBooks accounting records
- Manage electronic and physical documents
- Complete special projects as assigned
- Support in daily operations: answer phones, process mail, etc.
- Prepare and oversee bank deposits
- Initiate, track and confirm bank transfers between internal and external entities
- Perform corporate credit card reconciliations
- Process weekly accounts payable
- Assist finance team with annual tax preparation and filing

### Compensation

- Full-time, salaried position, \$55,000 – \$65,000 annual plus annual discretionary bonus
- Employer paid insurance premium for medical, dental, and vision
- Employer matched 401(k) after 1 month of service
- 160 hours of vacation days can be accrued
- 9 paid holidays

## Successful Candidate Attributes & Minimum Qualifications

- An associate's degree in accounting or finance
- 1+ years of finance/accounting experience, with preference for real estate background
- Strong verbal and written communication skills and the ability to interact and maintain effective relationships with professionals at all levels
- Proficient in Microsoft Excel
- Familiarity with QuickBooks, or other accounting software, and adept at learning new programs
- Organized and able to focus under pressure while balancing competing priorities and deadlines
- Meticulous attention to detail
- A self-starter with the ability to identify areas of need and the drive to take initiative
- Action-oriented, enjoys working hard and can move forward decisively to get work done

## Application Process

We require a thoughtful, personalized cover letter that conveys your qualifications, enthusiasm, and communication style. Please send resume and cover letter to [allen@timberlanepartners.com](mailto:allen@timberlanepartners.com) and [zach@timberlanepartners.com](mailto:zach@timberlanepartners.com).

Timberlane is committed to a diverse and inclusive staff. We are interested in hearing from people who can work with diverse communities. Candidates of all backgrounds are strongly encouraged to apply.

