



Position Title:	Senior Accountant
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Summary of Position:

GAIA Real Estate is a vertically integrated real estate investment firm based in New York City. Founded in 2009, GAIA has owned and operated 18k+ residential units and 600k SF of office space, totaling over \$3.0 billion in activity since inception. As a leading operator of residential assets in the New York metro area and throughout the United States, GAIA invests substantial partnership capital alongside its institutional investors.

GAIA Real Estate is a lean and diverse firm that embraces an entrepreneurial spirit. The Senior Accountant reports directly to the Controller and plays an integral role on the Accounting team – and within GAIA. This person must be a self-starter with a positive, team-oriented approach.

This position is full-time and will work from our office in New York City.

Duties & Responsibilities:

- Responsible for annual budget, including preparing projected income statements, balance sheets, statements of cash flow and other supporting documents
- Prepare monthly, quarterly, and year-end financial reporting packages and monthly P&L statements
- Manage consolidated property and holding level financial reports on GAAP and IFRS basis
- Produce accurate financial reports per operating agreements and investors' requirements
- Conduct budget-to-actual analysis and work with property managers to generate budget variance explanation reports, capitalized expenditure, property tax, job cost analysis, insurance, and accrued operating expenses schedules to support income statement and balance sheet accounts
- Conduct bank reconciliations for 20+ bank accounts, including operating bank accounts and money market bank accounts, relating to multi-state investment properties
- Prepare financial analysis involving complex investment structures, including blockers and complex tax planning for overseas investors
- Coordinate with auditors to accomplish annual audit, including providing audit evidence, responding to auditor inquiries, holding discussions on adjustments and other issues
- Work with tax accountant on year-end tax returns
- Generate weekly accounts payable aging reports and allocate cash for timely payments.

Qualifications:

- Bachelor's Degree in Accounting, Finance, or closely related field.
- At least five years of experience in Accounting, ideally within the real estate industry
- Experience working with Yardi is a must
- Strong knowledge of GAAP accounting
- Extensive experience in preparing financial statements, budgets, and forecasts
- CPA preferred, but not required