



SWIFT REAL ESTATE PARTNERS IS SEEKING A SENIOR ACCOUNTANT SAN FRANCISCO, CA

Swift Real Estate Partners is pleased to announce that we have an exciting opportunity for a Senior Accountant, working closely with the Corporate Controller, to perform monthly close and analytics, and to provide overall corporate/fund accounting support.

Do you have at least 5 years of experience as a Sr. Fund/Corporate or Property Accountant with a knack for accounting?

Do your teammates consider you to be the ultimate team player because of your professional, "yes can do" attitude, where no job is too big or too small to tackle?

Do you love and breathe accounting, with a reputation for being proactive and a go-getter?

Would you like to work for a thriving company that offers a collaborative team environment and values its employees as their greatest asset?

If you answered "YES" to the above and are ready to dive into an exciting position - then we are looking for you!

Position Responsibilities:

As the "go to person" in your role as the Senior Accountant, you will use your talents in accomplishing the following:

- Perform all day-to-day financial inputting at the corporate level, including booking journal entries and reviewing/approving accounts payable items
- Prepare monthly payroll allocations and reconcile monthly expense reimbursements
- Prepare monthly accounting schedules and bank reconciliations
- Prepare monthly reconciliation of intercompany balances
- Oversee the accounting side of the Friends of Swift (FOS) program and prepare any related journal entries for the Corporate Controller's review
- Independently resolve routine and non-routine matters including working closely with Property Accounting and Asset Management teams to research items as they arise
- Assist the Corporate Controller with annual audits and tax return preparation. This may include direct communication with external audit and tax preparers and providing them with prompt, complete and accurate information.
- May perform other duties and projects assigned by Corporate Controller

The Ideal Candidate Will Possess The Following:

- Bachelor of Science Degree in Accounting, Finance, Business or related field
- 5+ year's experience as a Fund/Corporate or Property Accountant and/or Real Estate Accounting preferred
- Excellent knowledge of MS Excel, Word, Power Point; and Yardi
- Strong organization skills
- Outstanding communication skills with attention to detail and accuracy



- The ability to work in a fast-paced environment, multi-task, and prioritize workflows are all critical in this important role, along with your “yes-can-do” positive attitude.

About The Company:

Founded in 2010 by Christopher Peatross, Swift Real Estate Partners is a vertically-integrated real estate operating company focusing on West Coast value-add office and industrial properties. Striving to become the premiere West Coast real estate operator and best-in-class, Swift has a proven track record of providing superior risk-adjusted returns to its partners. Swift owns and operates approximately 7 million SF.

About Our Benefits:

In exchange for your talents and dedication, Swift Real Estate Partners offers a comprehensive healthcare and flexible spending benefits plan that include full coverage of the employee's healthcare premiums, and coverage at 50% of the dependents premiums. In addition, we offer competitive salaries and bonus opportunity, an excellent 401(k) plan with as dollar for dollar match up to 4%, 13-holidays per year and a Community Service Day, and a terrific work environment!

If you fit the profile above and would like to work for a thriving company that is going places, we look forward to receiving your resume along with your salary expectations at recruiter@swiftrp.com EOE. M/F/D/V. No phone calls please.

Compensation Range: \$110,000 - \$120,000