



## Digital Bridge Job Description

<b>Job Title:</b>	Senior Accountant	<b>Date:</b>	03/01/2017
<b>Department:</b>	Finance	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Vice President, Finance	<b>FLSA Status:</b>	Exempt

### Summary:

The Senior Accountant will be responsible for preparing journal entries as part of the month/quarter/year-end close, reviewing and analyzing all completed work for accuracy and reasonableness, assist in preparing and analyzing financial statements, while maintaining proper internal controls and documentation. Responsible for the financials, as well as involved in a variety of the overall business and financial aspects. Great dynamic and fast-growing investment management company.

### Job Functions:

1. Produce monthly financial statements and other packages including budgets and forecasts for investors, lenders & management.
2. Plan & execute to meet monthly deadlines for month-end closing of financial statements.
3. Perform equity accounting for investee companies
4. Oversee capital call and contribution processes.
5. Perform monthly revenue recognition processes, including deferrals
6. Perform monthly balance sheet reconciliations
7. Maintain internal control documentation
8. Identify, recommend and initiate process improvements and enhancements
9. Analyze to see patterns of weakness or exposure to error, diagnose the issues, design & implement process improvements to address weaknesses or other opportunities
10. Collaborate closely with other accounting team members, and other company departments.
11. Collaborate on ad-hoc or recurring project teams to prepare various analyses for enhancement of the business

*These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job related tasks.*

### Supervisory Responsibilities:

None

### Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel. Candidate must have the flexibility to work additional hours, including weekends.

### Qualifications and Experience:

1. Must have a four-year college degree in Accounting. Masters and CPA preferred.
2. At least four years of finance and/or accounting work experience
3. Experience with Quickbooks and Microsoft Dynamic AX is highly preferred
4. Mastery of the MS Office Professional suite, particularly Excel, required



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5. Prefer real estate experience, investment management or other high volume recurring revenue contractual business
6. Strong working knowledge of financial accounting and financial reporting standards
7. Ability to work in fast-paced, high-growth changing environment
  - o Ability to balance need for discipline with flexibility
  - o Ability to identify “what matters” or makes a difference
8. Team-oriented, and self-motivated, inquisitive and ability to work independent
9. Interest & knowledge of how overall business works – operations, financing etc.
10. Analytical and critical thinking skills

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*Digital Bridge is dedicated to long-term value creation through active management of portfolio companies and strong alignment with our investor partners. Digital Bridge owns interests in a broad range of mobile and cloud infrastructure businesses.*