

**Position: Accounting Analyst**

**Location:** HQ –Rockville, MD

**Position Type:** Full Time, Exempt

**Reports to:** Comptroller

**Pay Range:** \$70K/yr - \$110K/yr

The Accounting Analyst serves as a key resource within the Accounting Department, responsible for managing a variety of property, finance and investment related accounting processes. This role demands a deep understanding of investment and financial instruments, meticulous attention to detail, and strong accounting expertise. The ideal candidate will be a proactive problem solver, collaborating across departments to address challenges and implement solutions that drive business success.

**Key Responsibilities:**

- Evaluate and compare the relative quality of various investments opportunities in real estate industry and create and work extensively in a macro-enabled excel spreadsheets to analyze financial data.
- Reconcile and record monthly investment activities, including capital calls, distributions, and related accounting reconciliations, ensuring compliance with company policies and regulatory standards.
- Charts and written reports by analyzing external data of investment activities, market conditions and trends, and internal data of resident demographics, performance, financials and feasibility.
- Bank Reconciliation, Journal Entries posting and various other accounting tasks related to commercial and residential properties.
- Create real estate pro formas.

**Requirements:**

- Bachelor's degree in Accounting, Finance, Business, or related field
- Proficiency in Microsoft Office Suite, with experience in Yardi or similar industry-specific software preferred
- Proficiency in accounting principles.
- Strong critical thinking and analytical skills.
- Excellent verbal and written communication skills required.
- Professional presentation skills, both over the phone and in person.

- Flexibility and willingness to take on a variety of tasks and responsibilities.

#### **How Tower invests in YOU:**

- To help you THRIVE in all aspects of your life, Tower provides a best-in-class compensation package and a wide variety of total rewards: healthcare (including a premium-free plan option!), paid holidays and time off (including parental bonding leave), reimbursements for eligible coursework and professional development, housing discounts on our properties, and many other benefits to support your growth and work/life balance.
- Tower believes in giving back to the community: you will be provided with a range of ways to participate, including company matches on donations to charities and 8-hours of paid leave for the purpose of volunteering.
- Prepare for your future beyond Tower: the company provides a generous match to your 401(k) retirement savings plan contributions.

**Candidate must submit to preemployment screening including background check and drug test.**

**The Tower Companies and its affiliates are equal opportunity employers and offer a collaborative and exciting work environment, competitive salary and excellent benefits, which include medical, dental and vision coverage, as well as a 401(k) plan.**

**If you're interested in this position and working for The Tower Companies, please apply via our candidate portal found on our careers page.**

#### **About The Tower Companies**

For three generations, the family-owned Tower Companies has maintained a commitment to responsible development and envisions a world where buildings inspire and enrich the lives of their occupants, and create positive social change. The green building leader owns, develops, and manages over 5 million square feet in the Washington, D.C. metropolitan area consisting of office buildings, office parks, lifestyle centers, regional malls, eco-progressive live-work-play communities and hotels with over 8,000,000 SF in the development pipeline. The Tower Companies is recognized as an international authority in the industry, and to have been recognized for its commitment to sustainability and energy independence by numerous national organizations and federal agencies, including US Green Building Council, US Department of Energy and the US Environmental Protection Agency.