



## Position Description

**Title of Position: Financial Analyst/Special Project Associate**

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**Department:** Accounting  
**FLSA Status:** Non-Exempt  
**Work Schedule:** M-F

**Job Status:** Full-Time  
**Reports To:** Chief Financial Officer  
**Amount of Travel Required:** None  
**Positions Supervised:** 0

## POSITION SUMMARY

The Financial Analyst/Special Project Associate will be part of an accounting team and will be responsible for performing complex accounting needs. Their duties include assuming a leadership role to guide accounting personnel in daily tasks, reviewing financial data to make forecasting decisions and communicating with many stakeholders' company wide. The position reports directly to the CFO of Pettinaro.

## ESSENTIAL FUNCTIONS

### *Reasonable Accommodations Statement*

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Essential Functions:**

- Assist with the creation of financial reports in both Yardi and One Site that will help with the financial close process, compliance reporting and budget vs actual variance analysis.

- Research variances and work with accountants to assist with preparation of correcting journal entries.
- Assist with reconciliation of tax returns to accounting books.
- Prepare annual budgets and perform monthly, quarterly, and annual budget variance analysis and explanations
- Work on special projects as needed to meet deadlines.
- Complete preparation of reporting requirements for various properties on a quarterly and annual basis to lenders, partners (Partner Distributions, Annual Income, and expense reporting)
- Assist with the implementation of the budgeting and forecasting module of Yardi.
- Improve processes and procedures as needed.

MISCELLANEOUS DUTIES: As required.

## POSITION QUALIFICATIONS

### SKILLS & ABILITIES

**Education:** Four-year college degree in accounting or finance. Certified Professional Accountant (CPA) a plus.

**Experience:** Minimum of 10 years of experience working in an accounting management position. Ideally have experience working in the residential/commercial real estate industry with tax background skills. Must be able to prioritize job tasks based upon financial impact to meet performance goals.

**Computer Skills:** Microsoft Word, Advanced Excel, and Power Point. Yardi and/OneSite experience a Plus.

**Other Requirements:** Must have knowledge of all accounting concepts and skill in analyzing and interpreting financial data. Should be able to work independently and make decisions.

## **PHYSICAL DEMANDS**

This position is sedentary. Incumbent must be able to withstand high frequency of computer keyboarding and high frequency of viewing a computer monitor, etc. May need to lift and carry up to 25 lbs.

## **WORK ENVIRONMENT**

Work is performed in office. The noise level in the work environment is quiet.

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The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this position description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

