

**Location: Shelby Township, MI**

## WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

## WHAT YOU'LL DO

### The quick overview

We are looking for a Staff Accountant that will be responsible for completing monthly accounting duties. This includes; journal entries, maintenance of general ledger, account reconciliations, and coordinating intercompany transactions. Other tasks include preparation for year-end external audit and special projects.

### The basics

- Perform quality, detailed work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, etc.
- Work effectively in a team.
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations. Nobody's an island!

### The nitty-gritty stuff

- Prepare monthly journal and sales entries, monthly bank settlements, and initial income and balance sheets.
- Prepare year-end accounting packages for external auditors. Respond to external auditor inquiries and requests for additional information regarding year-end packets.
- Review Accounts Payable distribution lists for accurate general ledger account numbers, descriptions and amounts.
- Support account payable activities to ensure accuracy and timeliness of invoice creation and entry.
- Maintain Trade Partner Insurance requirements.
- Prepare loan draws, as needed.
- Various inventory functions, including being able to identify and correct job costing errors.
- Perform monthly closing of general ledger procedures.
- Perform special projects and/or other duties, as assigned.

## WHAT YOU NEED

- Bachelor's Degree in Accounting or Finance required.
- 2+ years' hands-on experience performing financial reporting and analysis with construction, homebuilding and/or real estate experience preferred.
- Proficient in Outlook, Word and Excel.
- Strong written and oral communication skills.
- Ability to manage multiple projects simultaneously and meet deadlines under time pressure.
- Strong organizational and analytical skills.
- Willingness to establish and maintain effective working relationships.

## WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, accident insurance.
- Company-sponsored employee events.