



DIRECTOR OF ACCOUNTING

The Atlanta BeltLine is the largest revitalization effort in the history of Atlanta, encompassing almost 20 percent of the city. It features 22 miles of light-rail streetcar transit, several crosstown streetcar transit line extensions to serve the city's inner core, 33 miles of paved urban trails, over 1,300 acres of new parkland, 46 miles of streetscapes and intersection improvements, one of the South's largest installations of public art, brownfield reclamation, and the creation of 5,600 affordable housing units and 30,000 jobs in the neighborhoods surrounding the underutilized and abandoned railroad corridor. In addition, ABI is committed to advancing equity and inclusion within the organization, along the corridor, and throughout all programs and projects.

The Director of Accounting is responsible for supporting the Chief Financial Officer in strategic planning, long-term projections, and routine financial reporting. This position will be responsible for directly supervising the accounting team, developing and maintaining accounting procedures and controls, as well as ensuring accurately and timely workflow. This position will manage deadlines and all accounting activities including but not limited to general accounting, accounts payable, requisitions, financial reporting, year-end audit coordination and budgeting. The Director of Accounting will interact with the entire organization, especially the Executive and Senior Level employees both internally and within Invest Atlanta. The position requires strong time management, self-propelled workflow, high collaboration, interpersonal communications skills, and ability to manage in all directions.

The ideal candidate for this position will have demonstrated experience in upholding organizational goals and reputations through collaborating with all departments, understanding urgencies and providing accounting service excellence. This role requires strong analytical skills, ability to toggle from details to big picture, solid documentation skills and work ethic.

Key Responsibilities

Under the direct supervision of the Chief Financial Officer, the Director of Accounting's responsibilities include:

1. Partner directly with the CFO on strategic planning and long-term projections; maintain and update.
2. Provide short-term cash flow projections reports to the CFO and regularly update as cash management tool.
3. Review and update financial policies and procedures to propose efficiencies and implementations.
4. Review compliance requirements and restrictions of various funding sources and document. Maintain and monitor a tracking system.
5. Create and monitor schedules and tracking systems to support supervision of various aspects of the department, such as recurring payables, executed revenue agreements, etc.
6. Serve as supervisor of the accounting team - detail review reports before submission to the CFO for approval (monthly close procedures, monthly financials, requisitions, proposed payment runs, etc.)

7. Monitor deadlines and follow-up as necessary with the team to ensure timely reporting to CFO, boards, committees, lenders, and other stakeholders
8. Provide timely responses to inquiries and ad hoc reporting requests from the CFO or departments
9. Ensure positive, supportive and transparent relationships are maintained with all departments within the organization.
10. Perform job cost analysis and routinely collaborate with the Design & Construction team to review.

SKILLS & QUALIFICATIONS

Education: Accounting Bachelor's degree required; Accounting Master's degree or professional certification required.

Experience: A minimum of ten years of progressive accounting and financial reporting experience in real estate development, transportation development or transit development project is required. Heavy monthly close, job cost, and compliance monitoring skills. Proven track record in collaborating outside of accounting departments. Demonstrated experience servicing construction, affordable housing and/or economic development areas and understanding the required sensitivity and responsiveness.

Required Skills: Requires ability to quickly learn the existing structure of the large ERP system and job costing software. Must be highly organized, capable of self-propelling and ability to work well with persons at all levels and backgrounds. Must have collaborative and effective presentation and interpersonal skills.

How to Apply

Interested candidates should submit a cover letter and resume to jobs@atlbeltline.org by January 14, 2022.

Atlanta BeltLine, Inc. is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Equity Note: Research suggests that women and Black, Indigenous and other persons of color are less likely than men and white job seekers to apply for positions unless they are confident they meet 100 % of the listed qualifications. We strongly encourage all interested individuals to apply, and allow us to evaluate the knowledge, skills and abilities that you demonstrate, using an intentional equity lens.