



## Who We Are – Company Overview & Culture:

ColRich is a second-generation family owned residential real estate company based in the heart of Little Italy in Downtown San Diego. For over 40 years, ColRich has been an industry landmark continually recognized for integrating design and value into creative residential solutions. Our pioneering family-run company has grown to incorporate single-family homes, townhomes and mid-rise condominium construction into our development repertoire and has become one of the leading multifamily owners, with 16,000 units in the western United States.

Importantly, ColRich's commitment to forward-thinking architecture, global design elements and attention to detail in product and service results in quality homes that truly appeal to homebuyers and renters. ColRich attracts development professionals who are highly motivated, self-driven and results oriented.

Our ideal candidate is someone who has humility, a strong work ethic, creativity and a sense of ownership of their role and responsibilities. These are the company's core values and the foundation on which our company's success is built upon.

## How We Work – Our Core Values:

- **Family** – We are a family run business and treat every member as such. ColRich relationships are based upon trust, transparency, and respect.
- **Work Ethic** – The ColRich team brings passion to their work, always giving 100%. Our team members roll up their sleeves and are hands-on participants at every level of the organization, supporting their colleagues and the overall platform to produce the best product at the highest standard.
- **Humility** – No matter the title or seniority level, every member remains grounded and in service to the team as a whole. Team members let the situation, instead of their title or ego, dictate how to best serve the company and one another.
- **Creativity** – We have a creative and collaborative work environment that remains nimble in an ever-changing marketplace. We value new ideas and expect each team member to be adaptable beyond their core function. ColRich places a heavy emphasis on a constantly evolving workplace to create, develop and innovate.
- **Ownership** – Every team member takes onus of their role. Knowing their role has a direct impact, each team member approaches their work with a pride of ownership.

## Perks:

- Little Italy/Downtown location for convenient access great restaurants and after hour activities  
Location: <https://goo.gl/maps/qeclHKEQnDM2>
- Transit options paid by company including coaster, trolley and buses.
- Culture based events.

## Benefits:

- Base salary and discretionary annual bonus competitive with industry standards
- Health and dental insurance paid fully at the employee level by employer
- 401(k) plan
- Paid holidays and vacation time

For more information or to submit a resume email [humanresources@colrich.com](mailto:humanresources@colrich.com)

ColRich provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ColRich complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. ColRich expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of ColRich's employees to perform their job duties may result in discipline up to and including discharge.

## Position: Accounting Manager (Multifamily) – San Diego, CA

### Reports to: Senior Accounting Manager

**About the Role:** Under the guidance of the Senior Accounting Manager, the Accounting Manager will supervise a team of Staff Accountants while maintaining a small portfolio of project books. This position will be responsible for ensuring all project accounting records are accurate and in compliance with Generally Accepted Accounting Principles and ColRich accounting and Control policies; act as a liaison between Accounting and the Property Management/Asset Management teams to promote cohesion and a consistent work product; and prepare and review periodic reports due to owners, investors, housing authorities, banking institutions, and other outside groups. A successful candidate has project accounting and management experience, an understanding of job costing, a drive to take ownership of assigned projects, and the ability to learn new tasks quickly.

### Specific responsibilities include:

- Review Staff Accountants' work and provide feedback to ensure continued professional training and growth
- Review monthly reporting from third-party property accountants for accuracy and completion; communicate errors immediately to ensure timely completion of monthly financials
- Collaborate with Senior Accounting Manager to ensure proper accounting treatment for major transactions such as a project acquisition, disposition, or reorganization
- Coordinate and assist in fund, asset, and financial statement audits as necessary
- Act as escalation point for accounting issues; collaborate with accounting team and/or other departments as needed to rectify the issues and establish best practices to avoid repeat occurrences
- Assist with the preparation and submittal of periodic reporting packages to lenders and/or investors as required
- Review monthly draw package for banks including invoices and lien releases
- Run project reports to perform accuracy verification of contracted commitments relaying inconsistencies to Contracts Team and/or management as required
- Relay key financial information to Asset Management to help maintain budget/cash management expectations
- Confirm cash balances and communicate cash available for quarterly distributions as requested
- Periodically review operating, management, and other legal agreements to maintain a complete understanding of projects; bring any questions
- Work collaboratively with other departments to achieve overall company goals and improve processes
- Identify potential processing/accounting errors and follow thorough to a resolution
- Ad hoc data analysis and special projects as assigned

### Requirements:

- Bachelor's degree in Accounting or related field with an accounting emphasis
- 7+ years of experience in property accounting with most recent 3+ years in multifamily housing
- Solid understanding of GAAP
- Prior experience managing and reviewing the work of junior personnel
- Highly proficient in Microsoft Office Suite (advanced Excel skills a plus) with requisite computer skills; the ability to learn new systems quickly; Previous work in a paperless environment a plus
- Experience with an ERP Accounting System, Sage 300 Construction and Real Estate (CRE) experience a plus
- Strong written, verbal and interpersonal communication skills
- Strong organizational skills and attention to detail with the ability to prioritize responsibilities in order to meet required deadlines
- Knowledge of multitiered partnerships a plus
- Professional, punctual, reliable, and possess a can-do attitude
- Ability to work both independently and as part of a team