



Senior Accountant

BKM Capital Partners is a growing firm and we are looking for driven, professionals that want to grow with us and are passionate about their work. Located in our Newport Beach California office, the Senior Accountant will play an integral role by being responsible for managing both the fund and property accounting activities, providing accurate and timely financial reporting for the portfolio at all levels, and manage relationships with lenders, owner and internal departments.

The Job Essentials

Fund Level -

Coordinate with fund administrator and manage all deliverables in timely manner including:

- Capital call and distribution notices
- Monitor/review cash activities, set up wire payments, and cash projections
- Assist in the calculation of management and performance fees
- Calculate distribution waterfalls and carried interest
- Help prepare quarterly and annual financial statements in accordance with GAAP
- Assist with quarterly and annual audit process
- Perform ad hoc projects as needed
- Work closely with Investor Relations and perform ad hoc analysis as per investors' request
- Report to controller

Property Level -

- Take full ownership of portfolio of properties' general ledger and reporting
- Manage and review property reconciliations and related reports for monthly, quarterly and annual closing packages to partners and lenders
- Accounting entries
- Assist in the preparation of budgets and future cash flow projections with the ability to analyze information and compare actuals to budgets and explain variances
- Daily cash management, including accounts payable/receivable functions, vendor payments, expense reimbursements, cash collections, cash deposits, monthly bank reconciliation, bank wire transfers and petty cash
- Perform monthly loan draws - collect relevant invoices, lien waivers, update draw schedules, and follow up with funding
- Prepare monthly or quarterly lender reporting including any debt covenants rendered in loan agreement such as DSCR calculation
- Work closely with various departments such as Asset Management, Property Management, Compliance, Corporate, etc.
- Perform acquisition and sales process for accounting such as prorations, closing statement entries, initial rent collection reconciliation, close out entries and other
- Coordinate and review CAM reconciliation annually for active properties and prior to sales.

- Manage staff accountants and AP/AR specialists
- Assist with department policies and procedures including annual review and update when necessary
- Perform ad hoc projects as needed
- Assist with quarterly and annual audit process
- Report to controller

The Qualifiers:

- Bachelor's degree in Accounting, Business Administration, Finance or related degree
- Minimum of 5 years of combination private equity, fund, partnership, commercial property accounting experience
- Minimum 2 years of management experience
- Yardi Voyager experience a plus
- Advanced Excel capabilities a plus
- Strong organizational skills with a keen attention to detail
- Motivated and results-driven with strong work ethic

The Perks:

- Competitive Pay + Bonus Incentive
- Medical, Dental, Vision and Life Insurance
- Paid Time Off
- 401k Plan
- Professional Development Resources
- Fun Work Vibe (Indoor basketball/gym with shower, brand new office, team-building events, company training opportunities, and much more!)

Selection Process: Please submit resume and cover letter with salary history to info@bkmcapitalpartners.com. Don't fret if you don't hear from us immediately. We are growing and always looking for talented, hardworking people like you.

What We're All About

Headquartered in Newport Beach, California, BKM Capital Partners is a fund manager specializing in the acquisition and improvement of value-add multi-tenant industrial properties in metro areas across the Western U.S. Combining a deep knowledge of this niche industrial product type with in-house capabilities including on-site property management, asset management, and structured financing, the firm continues to build on its proven track record, generating strong results with high levels of transparency and engagement for investors. We are an Equal Opportunity Employer.

Additional information is available at www.bkmcp.com.