



**Company:** Tarragon L.L.C.  
**Position:** Associate Development Accountant  
**Reports To:** Controller  
**Classification:** Exempt  
**Position Location:** Seattle, Washington

**POSITION SUMMARY:**

Work closely with Senior Development Accountants and Development Managers to ensure timely, accounts payables and contractor payment processing, accurate job costing, and projections against budget. Position will progress to overall accounting and preparation of monthly financial statements, quarterly reporting, and tax preparation for multiple land holding entities.

**POSITION RESPONSIBILITIES AND DUTIES:**

**Assist Senior Accountant with Development/Construction Accounting Duties:**

- Understanding project's phases/division, objectives, agreements/contracts, and goals.
- Work closely with Development Managers to correctly record job cost.
- Account & job cost for multiple Tenant Improvement and Capital Improvement projects.
- Assist Senior Accountant with payment application and invoice review.
- Assist Senior Accountant with construction draw compilation.
- Preparation of reconciliations as requested.

**General Accounting Duties:**

- Manage accounts payables and ensure all payments are on time, particularly property taxes, LID, and other municipal (tax) payments.
- Preparation of monthly financial statements and back up work paper support for each balance sheet account. Maintain general ledger.
- Prepare monthly and/or quarterly capital requests.
- Management of cash accounts including monthly bank reconciliations. Must know cash balances for all entities at all times.
- Prepare annual federal income tax input forms for all entities.
- Assist Development Managers with quarterly investor reporting.
- Assist Development Managers with annual budgets and asset plans.
- Backup Assistant Accountant on check runs, deposit scanning and other responsibilities.

**REQUIRED EXPERIENCE AND ABILITIES:**

A successful candidate will possess the following experience and attributes:

- Requires bachelor's degree in accounting and 1 to 2 years real estate and/or construction accounting experience.
- Excellent attention to detail.
- Superior oral and written communication skills.
- Must be able to work in a collaborative team environment.
- Ability to prioritize.
- Proficient in Microsoft Office programs and integrated accounting software.



**HOW TO APPLY:**

If you are interested in being considered for this position, please submit the following materials to [jobs@tarragon.com](mailto:jobs@tarragon.com):

- Resume
- Cover letter

*We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity, marital or veteran status, or any other legally protected status.*

*Tarragon will require all employees to be vaccinated against COVID-19. This requirement extends to all exempt and nonexempt employees. Proof of full COVID-19 vaccination by time of hire is a condition of employment – not a condition of applying or interviewing for jobs with Tarragon.*