



Staff Accountant Opportunity

Capstone Advisors is looking for a Staff Accountant to join our team. Now in our 28th year of business, we continue to be an entrepreneurial and innovative company offering a variety of interesting projects to work on. Our multi-state portfolio includes retail centers, office buildings, industrial complexes, and land for future development. This position is in the office four days per week (remote on Fridays) and is based in the Company's beautiful Carlsbad, CA headquarters.

Is this the job for you?

Our ideal candidate needs to be a strong multitasker with a high interest in joining a real estate operating/development company. Our business strategy will keep you engaged and motivated in our varied commercial real estate endeavors.

Essential details of this position:

- Process Accounts Payables
- Deposit Accounts Receivables
- Review and process employee expense reimbursements
- Reconcile and pay intercompany balances
- Review/audit vendor accounts payables
- Track pre-acquisition costs on pending deals
- Monitor all property tax (multi-state) due dates to ensure timely payments
- Prepare asset and liability schedules
- Reconcile general ledger account activity
- Create journal entries
- Reconcile bank accounts
- Assist in preparing annual budgets
- Additional ad hoc projects as assigned

What we are looking for in a candidate:

- BA/BS in Business Administration (Accounting, Finance, Economics)
- 1 - 3 years Accounts Payable or Staff Accountant experience.
- Excellent computer & internet research skills, including proficiency with the following software: Yardi Voyager, Excel and Word
- Strong accounting and financial analysis skills
- Ability to understand complex entity structures
- Real estate operating company experience preferred
- Positive Attitude is a must
- Willingness to work out of your comfort zone
- Eager to grow and learn new things

Our Culture and Core Values:

Our culture is especially important to us, and its foundation is our Core Values. We spend considerable time and effort to ensure these values are at the forefront of how we operate. Our Core Values consist of:

- We strive for successful outcomes through detailed planning and thoughtful execution. We analyze and learn from prior efforts.
- We are open-minded to change and strive for constant improvement.
- We value meaningful work, we recognize contributions, embrace growth and value balance.
- We empower team members and seek feedback. We value open communication and clear goal setting.
- We work as a team knowing that collaboration leads to better decision making.
- We are fair, honest, and accountable. Always.

If this role at Capstone is of interest to you, please send a cover letter and resume to **Tambra Wayne at tambra@culture-matters.net**. We look forward to hearing from you!

For more information about Capstone Advisors, visit www.capstoneadvisors.com.

Job Type: Full Time hybrid position working 4 days in the office and 1 day remote.

Location: Carlsbad, CA

Industry: Real Estate

Reports to: VP of Finance and Accounting

Salary Range: \$70,000 - \$80,000, plus a discretionary end-of-year performance bonus.