



Cohere Partners, Inc.

## JOB DESCRIPTION

Job Title: Senior Accountant  
Reports To: Director, Accounting

FLSA Status:  
Location:

Exempt  
Glendale, AZ

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### Summary

The Cohere accounting team provides accounting and financial reporting support for a growing portfolio of master-planned communities and the people who live there. Our Senior Accountants play a critical role in the team's success by providing overarching supervision that ensures accuracy, efficiency, timeliness, and service excellence to both internal and external stakeholders. The ideal candidate will be empathetic, professional, and accommodating in all interactions with property owners, vendors, partners, and stakeholders and demonstrate exceptional skill in all aspects of accounting.

All Cohere team members embrace and demonstrate the core values of Trust, Reciprocity, Spirit, and Legacy while striving to exceed customer and team expectations. This role requires a cooperative and positive attitude, and the ability to handle multiple responsibilities with exceptional follow through.

### Scope

- Oversee general ledger maintenance and manage general ledger accounts.
- Oversee cash management, including investment management.
- Prepare financial statements; review with relevant team members and provide explanation and back-up for variances.
- Reconcile balance sheet accounts.
- Record monthly journal entries.
- Coordinate transaction privilege tax process.
- Coordinate annual 1099 & 1096 production.
- Interface with association's bank(s) regarding account support, transfers, and related items.
- Coordinate with and support third-party auditors on annual audits and reviews; conduct research and provide resources as needed.
- Approve Accounts Payable transactions.
- Develop and improve accounting processes and procedures; stay on top of technology and systems trends that may contribute to efficiencies and/or process improvement.
- Interpret association governing documents and ensure compliance with noted requirements.
- Collaborate with internal teams on the development, implementation and maintenance of internal accounting controls, policies, and procedures.
- Oversee the work of Accounting Associates for whom you are responsible; mentor, coach and support the success of individual team members and the team as a whole.
- Initiate and/or participate in educational workshops, lunch and learns and similar events aimed at employee education and increased utilization of available tools.
- Support the success of Cohere's operations team by actively participating in monthly meetings; sharing best practice knowledge; collective problem solving; mentoring; and similar practices of highly engaged team members.
- Carry out special projects and similar initiatives as requested.

## Attributes

Key attributes for a successful Senior Accountant include, but are not limited to the following capabilities, qualifications, and performance skills:

- Analytical: skilled at research and problem-solving
- Efficient: highly organized and capable of producing a high volume of work in a fast-paced environment
- Self-motivated: ability to think, work and make independent decisions based on sound judgment
- Professional: exhibits appropriate decorum with internal and external stakeholders
- Trustworthy: demonstrates a high level of integrity, honesty, and respect
- Technologically astute: comfortable with complex software platforms and databases; willing to learn new tools.
- Good communicator: excellent written and verbal skills.
- Customer-focused: responsive to client needs with a high commitment to closure.
- Growth-oriented: committed to professional growth, ongoing process improvement and team development.
- Flexible: able to thrive in a dynamic, deadline driven environment while serving the needs of multiple entities

## Knowledge & Requirements

- Bachelor's degree in accounting or finance required.
- Current CPA certification or actively pursuing CPA certification highly desired.
- 3+ years of experience in general accounting, bookkeeping and/or related accounting experience required.
- Experience in financial statement production, including balance sheet; income statement; general ledger; bank reconciliations highly desirable.
- Experience with 1099 & 1096 production; 1120-H tax returns; and the audit process preferred.
- Proficiency in Microsoft Office Suite required with special emphasis on Excel.
- Knowledge of real estate industry and specific title transfer and disclosure experience preferred.
- Knowledge of community association accounting, operations, community amenities and community governance highly desirable
- Proficiency in database management and VMS (Village Management Software) knowledge preferred.

## Operating Principles

In furtherance of our mission team members will:

- Instill a sense of fun and enthusiasm into everything we do.
- Encourage a dynamic collaboration between internal and external stakeholders.
- Exercise tact, diplomacy and fair-mindedness in all interactions while providing exceptional customer-service.
- Reflect a work style based on inclusiveness, mutual respect, consensus-building, and responsiveness to changing needs and opportunities.
- Embrace the vision, goals, and aspirations of Cohere.

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**Cohere is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.**