

WRIGHTWOOD CAPITAL JOB DESCRIPTION

TITLE: Staff Accountant

DEPARTMENT: Accounting and Finance

REPORTING TO: Manager, Financial Reporting

Company Overview

A commercial real estate investor with a credit point of view, Wrightwood Capital puts credit discipline at the center of its investment strategy. Whether investing for its own balance sheet, or on behalf of investors through funds, Wrightwood Capital uses a tested credit process to implement a range of customized structured debt and equity strategies.

Wrightwood Capital has made over \$5.4 billion of loans and investments since 1997, and currently manages \$2 billion in assets. Smart commercial real estate operators and investors have learned to depend on Wrightwood Capital's views on risk, credit and capital flows, as well as its ability to custom-tailor credit and equity structures to fuel their real estate business plans.

Job Duties and Responsibilities

This position plays an important role in the ongoing accounting and financial reporting of the Company and all of its investment activities. There is considerable interaction with key constituencies, both inside and outside of the Company, including vendors and associates throughout the Company.

The position breaks down broadly into two areas of accounting and reporting activities.

- Corporate
 - Assist with the monthly closing of the various lending and REO entities which consolidate into the Company's overall financial statements on a monthly basis. This includes account reconciliations, variance analysis, coding and posting of routine journal entries
 - Reconcile escrow reconciliations for serviced assets on a monthly basis
 - Compile and analyze financial information to prepare financial statements including monthly and annual accounts
 - Assist with the preparation of schedules for the annual audit and tax process
 - Prepare and record daily activity for the Company's CDO and other cash accounts
 - Other projects assigned

- Accounting and reporting for assets included in our fund management program, which consist of over 24 properties totaling 3.5MM square feet and \$155MM of assets
 - Assist with the preparation of monthly, quarterly and annual financial reporting of these assets. This includes preparation of the bank reconciliations, AP/AR, general ledger, journal entries, financial statements, posting, coding, month end close
 - Upload and analyze financial information received monthly from third party property managers
 - Assist with the preparation of schedules for the annual audit and tax process

Position Specifications

- BS in Accounting, CPA preferred
- Solid working knowledge of relevant software applications
- Ability to communicate with various groups within the organization as well as with third party management companies
- Strong organizational and project management skills
- Good analytical skills
- Strong work ethic
- Ability to work well in a fast paced environment
- Detail oriented, ability to work independently, and a high level of initiative and ownership of one's work