



**Title:** Certified Public Accountant

**Location:** 6900 Dallas Parkway, Plano, TX 75024

**Date to be fulfilled:** Immediate

**Education requirements:** Bachelor Degree in Accounting and/or Commerce

**Experience requirements:** 24 months performing job duty description below

**Salary:** \$85,000 – \$87,500 p.a.

**Position reports to:** Yatin Gandhi

**Company Description:**

Encore Enterprises, Inc., is a privately owned national real estate company founded in 1999. Encore develops and acquires mixed-use complexes, limited and full-service hotels, multifamily apartment home communities, retail shopping centers, restaurants and commercial office buildings.

**Specific Responsibilities:**

- Audit agreements, contracts, sales orders, financial information to prepare entries to accounts such as general ledgers pre-current and projected client financial positions, prepare monthly reports, profit & loss statement for specified accounting periods. Underwriting for HUD financed developments
- Prepare/file Internal Revenue Service (IRS) documents which detail assets, liabilities, capital. Budgeting, cost/asset management.
- Review financial statements for accuracy, as well as systems and procedures for efficiency. Conduct internal due diligence
- Prepare/file State/Federal tax returns, schedules, and forms.
- Brief management weekly as to how to increase revenues and reduce costs. Prepare Invitation Level Investment Package for use by in-house equity group or programmatic equity partner
- Review, sign-off/file on annual reports due to the Securities and Exchange Commission (SEC).
- Work with financial documents that we are required by law to disclose including tax forms, balance sheet statements that we must provide to investors.

**How to apply?** All qualified applicants must provide:

1. A detailed resume; AND
2. Copy of their current Certified Public Accountant (CPA) License from a Board of Accountancy from one of the States or Territories of the United States.

Send via email to Yatin Gandhi at: [ygandhi@encore.bz](mailto:ygandhi@encore.bz)

All education and 24 months of experience will be verified. If either or both have a bearing on eligibility cannot be verified, the applicant will not be interviewed.

Encore.bz. is an equal opportunity employer.