



Pope Resources
A Limited Partnership

POSITION DESCRIPTION

TITLE: Sr. Accountant – Tax & Real Estate	STATUS: Exempt
REPORTS TO: Controller	FT/PT: Full-time
DEPARTMENT / AREA: Accounting	DATE: October 2017

PURPOSE:

This position is responsible for a broad range of income tax, real estate, and other accounting functions for Pope Resources and its affiliate companies, with particular emphasis on compiling, verifying and analyzing financial data for internal and external customers. Accuracy, confidentiality and timeliness are critical elements of this position. This position will take the lead on all aspects of income tax accounting and compliance, including coordinating with external tax return preparers and advisors, and in accounting for Real Estate development activities.

ESSENTIAL FUNCTIONS:

- Act as company's lead with external tax consultants for preparation of tax returns and K-1s for multiple legal entities in a complex legal entity structure: Create and provide schedules/analyses and interact with and guide consultants to ensure efficient use of their time. Review completed tax returns.
- Review and approve B&O and harvest tax returns.
- Prepare quarterly income tax provision in accordance with GAAP as well as quarterly tax estimates.
- Prepare forecasted K-1 estimates, generally two to four times per year.
- Work with Accounting Manager to prepare monthly financial statements, statistical report preparation and learn the month-end close process to become the backup to the Accounting Manager for month-end close.
- Responsible for accounting for Real Estate development transactions in accordance with GAAP, including allocation of cost basis among parcels in development projects, working closely with Real Estate group personnel.
- Lead development of Real Estate project accounting module of accounting system and related business processes.
- Responsible for unit compensation accounting and assist Controller with administration of unit compensation plan.
- Responsible for calculation and review of timber depletion rates.
- Coordinate with external auditors during quarters and year-end; respond to requests, provide information and answer questions.
- Review and approve journal entry postings and reconciliations of key G/L accounts.

- Assist Controller with various functions:
 - Sarbanes Oxley Section 404 documentation and testing.
 - Treasury Management and electronic payment processing.
 - Back up Controller as needed.
- Perform other duties as assigned and maintain flexibility to help with special projects as needed.

CORE COMPETENCIES / EDUCATION REQUIREMENTS:

- Bachelor's Degree required (accounting/finance)
- CPA preferred
- Three to five years of professional level accounting experience with sound knowledge and experience of GAAP. Experience in a publicly held company preferred.
- Proficiency with Word and Excel and minimum of three years computerized accounting system experience.
- Excellent verbal, written and interpersonal communication skills required.
- Must be an independent self-starter who works well with a team.

WORK ENVIRONMENT/TRAVEL/PHYSICAL REQUIREMENTS:

This position operates in a professional office environment routinely using standard office equipment such as computers, telephones, photocopiers, and filing cabinets. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, and crouch. The position requires flexibility and a high comfort level with rapid change and shifting priorities depending on work flow.

Please note this description is not designed to contain a comprehensive listing of requirements of the employee for this position. Duties, responsibilities and expectations may change at any time with or without notice.

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