

<b>Position Title:</b> Senior Staff Accountant	<b>Department/Location:</b> Family Office Servies (FOS) – Onsite – Baltimore, MD
<b>Reports to:</b> Manager, Family Office (FOS)	<b>FLSA Designation/Rate Type:</b> Exempt/Salaried

**POSITION SUMMARY:**

The Staff Accountant will work on a team assigned to service clients to provide day-to-day reporting, and to support Tax and Trust & Estate planning. Implementation of financial and operational metrics reporting linking financial management with operating functions is included.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Embodies Acadia’s core values and is a standard bearer in all dealings with clients and employees across the organization.
- Provide Family Office services for the firm’s ultra-high net worth clients.
  - Day-to-Day
    - Develop a deep understanding of the clients’ financial picture, which often includes trusts and other related entities
    - Monitor cash flow activity, payroll, tax payments, and insurance policies
    - Maintain organized and accurate supporting documentation of all transactions within a defined filing system
    - Comprehensive bill pay and investment tracking
    - Assisting with special accounting and financial statement projects as necessary
  - Reporting
    - Create and maintain personal financial statements in QuickBooks
    - Perform financial statement consolidations
    - Various one-off projects for clients such as cash flow projections or other customized reports
  - Tax and Trust & Estate Planning
    - Assemble and organize information for tax preparation
    - Ensuring all executed documents are retained and filed in an organized manner
  - Assist with ad hoc internal accounting, HR functions, and tax projects as needed
  - Ensure behavior and performance supports the company’s Vision/Traction Organizer (V/TO™)
  - Solicits feedback; takes action to continuously improve the success of team
  - Perform other duties as assigned

**REQUIREMENTS & QUALIFICATIONS**

- Education:**
- Bachelor’s degree required in Finance or Accounting

**Skills & Abilities:**

- QuickBooks & MS Excel experience required
- Strong written, verbal and mathematical skills
- Ability to operate in a team environment and with external clients
- Position requires a person with the ability to multitask in a fast-paced environment with stringent deadlines
- Strong project management skills and ability to handle multiple clients
- Appreciation for a high level of client service to meet competing client needs
- Self-motivated and ability to work independently
- Strong attention to detail

**Experience:**

- At least two years of experience in an accounting or finance role

**Vision/Traction Organizer™ (V/TO™)**

**Core Values – The Acadia Way**

Our values are the things that we believe are important in the way we operate and work. These values determine our priorities and are a measure to ensure that our ways of working align:

<b>WE ARE EXCELLENT</b>	We set high service standards in all that we do to support our clients and each other.
<b>TRUST IS EVERYTHING</b>	We partner with our clients, their advisors, and each other by committing to a self-giving, high-touch approach that is reliable and individualized.
<b>PREPARED &amp; PROACTIVE</b>	We look forward with care and thoughtfulness, anticipating the needs of our clients and our Acadia team.
<b>WE DO WHAT IS RIGHT</b>	We say what we do and do what we say... every time!
<b>WE ARE EAGER TO LEARN &amp; GROW</b>	We seek personal and professional growth and seek continuous improvement in order to remain standard bearers in our industry.

**Core Focus™**

**Purpose:** We exist to be Ultimate Client Advocates with impeccable service, superior capabilities, and meaningful connections.

**Niche:** We are a multi-family office servicing ultra-high net worth individuals that have multiple, sophisticated, alternative investments; and/or trust and estate complexities.