ACADIA | FAMILY OFFICE

# POSITION DESCRIPTION

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

- 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 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

## 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:

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| **WE ARE EXCELLENT** | We set high service standards in all that we do to support our clients and each other. |
| **TRUST IS EVERYTHING** | We partner with our clients, their advisors, and each other by committing to a self-giving, high-touch approach that is reliable and individualized. |
| **PREPARED & PROACTIVE** | We look forward with care and thoughtfulness, anticipating the needs of our clients and our Acadia team. |
| **WE DO WHAT IS RIGHT** | We say what we do and do what we say… every time! |
| **WE ARE EAGER TO LEARN & GROW** | 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.