**Position:**

Accounting Associate

**Who We Are:**

Renovo Financial is a rapidly-growing Chicago-based private lender serving real estate investors who acquire and renovate single and multi-family residential properties. We pride ourselves on supporting clients by providing unparalleled service, from the loan application through loan payoff. Renovo was recognized by Crain’s as one of the Top 50 fastest growing companies in Chicago for two-consecutive years (2017-2018), and has continued to grow, including outside of the Midwest. Our passionate team is dedicated to incredible customer service and focused on achieving the organization’s central goal of originating $1B in loans annually.

**Position Summary:**

The Accounting Associate is a critical role within the Renovo organization, meaningfully contributing to both the financial and operational aspects of the business. The Accounting Associate supports the financial team through bookkeeping, reconciling, and month-end closing responsibilities. This includes recording cash activity daily into the general ledger software (Sage Intacct), which can require transaction research and collaboration with other departments. The Accounting Associate supports the operational team through preparing daily banking activity transmissions for approval, including for loan closings, construction draws, and accounts payable. The Accounting Associate will work closely with the Senior Accountant and Controller, and will have opportunities to expand their responsibilities as the organization grows. At present time, this position functions completely in a remote environment, with the expectation of having a portion in-office when appropriate.

**Responsibilities:**

* Recording bank activity in general ledger
* Inputting banking templates and payments for approval
* Processing weekly accounts payable run
* Contributing to month-end closing processes
* Updating deferred revenue recognition based on borrower activity
* Verifying accounting balances for interdepartmental communication
* Contract, vendor, and expense monitoring
* Ad hoc activities withing the accounting or finance department

**Position Requirements:**

* Degree in Accounting/Finance or 1-2 years of bookkeeping experience
* Moderate to advanced skills with Microsoft EXCEL
* High attention to detail
* Organized and able to consistently meet deadlines
* Effective communication skills, both written and spoken
* Willingness to adapt and change with a fast-growing company
* Experience with Sage Intacct or similar is a bonus