



Central Accounting Manager

MCR is the 7th largest hotel owner-operator in the United States with a \$2.0 billion portfolio of 94 premium-branded hotels with over 11,200 rooms across 24 states and 67 cities. Established in 2006, the MCR Team has grown the firm's portfolio through a series of development projects and acquisitions.

MCR is currently looking for a Central Accounting Manager in our Dallas, Texas office. This individual will be responsible for the accounting and reporting for the hotel entity.

Responsibilities:

- Perform all normal month end close duties for assigned properties including journal entries, bank reconciliations and other balance sheet account reconciliations.
- Review monthly general ledger accounts for accuracy.
- Prepare monthly financials for hotel entity.
- Calculate and process various tax payment (including sales tax, occupancy tax, tourism tax) on a monthly or quarterly basis, as required.
- Review and post daily upload from property system.
- Review and approve daily flash reporting.
- Reconcile intercompany balances between all portfolios and parent company.
- Assist in setting up utilities with new acquisitions.
- Assist with annual budget preparation for hotel operating.
- Assist with annual audits by completing required audit schedules, and supplying supporting documentation.
- Assist with special projects and provide support to other real estate-related activities, funds, and investments.

Qualifications:

- A Bachelor's degree in Accounting/Finance or experience in closing hotels
- 3 - 5+ years of accounting experience
- Experience in commercial real estate or the hotel industry preferred
- Knowledge of Microsoft Office applications, Excel and Word.
- Excellent written and verbal communication skills and organizational skills.
- Must work with attention to detail.
- Strong work ethic.