

Empower. Create. Inspire.



GELBGROUP
CONSULTING

Implementer – Investment Accounting

Location: Remote, with possible travel

Job Type: Full-Time

Reports to: Director, Implementation

Job Summary

To be successful, the person in this role must be innovative, motivated, forward thinking, and detail oriented as well as possess the ability to communicate effectively, have excellent organizational and interpersonal skills, along with written and oral communication skills, with the ability to convey information in a compelling manner.

This position is remote and can reside anywhere in the continuous United States.

Key Responsibilities

- Responsible for the implementation of Yardi System's Investment Accounting and Investment Manager modules and providing ongoing client support
- Cultivate and maintain strong relationships with internal team members, software partners, and clients
- Understand and discuss the value of the systems being implemented
- Lead business requirements and best practices reviews by leading client discussions, asking insightful questions, and developing necessary content to ensure understanding of the client's current state and future state needs
- Manage multiple implementation projects simultaneously according to the project plan, understand the project goals, and take initiative to maximize the client's return-on-investment
- Transform client business requirements into system configuration design
- Responsible for performing tasks which include but are not limited to:
 - Client data conversion
 - Data validation
 - System design and configuration
 - User acceptance testing
 - User training



- Design training curriculum and exercises agendas and process manuals that demonstrate system functionality and features
- Facilitate client training sessions and follow up as needed to ensure client expectations have been met
- Ongoing support to ensure clients are maximizing the use of the system
- Provide subject matter expert support both internally and externally
- Continuously seek growth opportunities to maintain advanced knowledge related to system and technologies that affect our clients
- Participate in work groups designed to address internal strategic initiatives
- Collaborate with Project Manager when engaging on full implementation projects and simultaneously collaborate with a team of implementation specialists
- All other duties and responsibilities as assigned

Technical Knowledge:

- 5-7 years' experience in fund and investment accounting with a strong understanding of investment reporting requirements and capital transactions
- Strong understanding of investment structures, partnership agreements, and distribution waterfall calculations
- 5 or more years of Yardi Systems software experience is required
- 2 or more years of Yardi Systems Investment Accounting /Investment Management Suite of modules
- Proficient in Microsoft Excel, Microsoft Teams, and Microsoft 365 is required
- Experience using project management software

Areas of Knowledge, Skills, and Abilities:

- Demonstrate ability to diagnose problems quickly and consider a broad range of internal and external factors when making decisions
- Superior communication – both written and verbal, the ability to communicate across all levels of the organization, both internally and externally with software partners and clients
- Requires a high degree of self-motivation, proven leadership, and the ability to work autonomously
- Strong analytical and organizational skills coupled with the ability to work within deadlines and prioritize work

Minimum Qualifications:

- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Excellent organizational skills and attention to detail
- Bachelor's Degree (BS) in accounting, business, finance, or related area of expertise
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Work on multiple projects or initiatives as a cross-functional team member
- Some travel required

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing duties of this job, employee is occasionally required to walk; sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; balance; stoop; crouch; bend; talk; and hear. The employee must occasionally lift and move up to 10lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The noise level in the work environment is typically low. Gelbgroup provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Further, the company takes affirmative action to ensure that applicants are employed, and employees are treated during employment without regard to any of these characteristics. Discrimination of any type will not be tolerated.

ABOUT GELBGROUP

Founded in 1996, Gelbgroup remains at the forefront of business and real estate technology services. We bring industry-leading insights and expertise to every engagement, enabling our clients the ability to maintain a competitive edge. As a leading real estate solutions provider, Gelbgroup is a member of Yardi's Independent Consultants Network.

We work with multifamily, student housing, affordable, retail, industrial and commercial real estate owners and operators, property management firms, institutional investors, and real estate brokers nationwide, many of whom are among the real estate industry's largest and most prestigious leaders. We are Strategic Partners with leading software vendors to bring best-in-breed solutions to every client.

We offer a competitive salary in addition to health benefits, PTO, and 401k. As a rapidly growing company there is room for personal development, and upward mobility.

To apply, please send your resume to careers@gelbgroup.com. Thank you.