



## **About Keyhole Capital**

Keyhole Capital, LLC is focused exclusively on the development and operation of institutional grade apartment communities that provide attractive risk-adjusted returns for investors. Keyhole Capital owns and manages over 2,000 residential units, including properties under development, located in Wisconsin, Colorado and Montana.

Keyhole Capital is headquartered in Chippewa Falls, Wisconsin. Keyhole Capital is a growing, forward-thinking organization known for its strong operational foundation, long-term investment approach, and commitment to excellence. Learn more at [www.keyholecapitalllc.com](http://www.keyholecapitalllc.com)

## **Senior Accountant**

The Senior Accountant is responsible for the monthly close for various entities, treasury functions and forecasting. This role ensures the integrity of financial data, timeliness of reporting, and compliance with accounting standards and regulatory requirements. In addition to core accounting responsibilities, this position plays a key role in cash management, banking relationships, and ACH transaction oversight.

The ideal candidate brings strong technical accounting expertise, a proactive mindset, and the ability to drive process improvements while partnering cross-functionally with operations and leadership.

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## **Key Responsibilities**

- Maintain accurate general ledger activity, including complex account reconciliations and month-end close processes
- Prepare and review monthly, quarterly, and annual financial statements and supporting schedules
- Maintain budgeting, forecasting, and variance analysis to support strategic decision-making
- Manage treasury operations, including cash positioning, forecasting, and liquidity management
- Administer and monitor ACH transactions, wire transfers, and banking activity with appropriate controls

- Maintain relationships with banking partners and support financing and capital activity as needed
  - Partner with property management and leasing teams to ensure financial data accuracy and completeness
  - Ensure compliance with GAAP, tax regulations, internal control frameworks and lender reporting requirements
  - Optimize and leverage accounting and property management systems (e.g., Yardi)
  - Identify and implement process improvements to enhance efficiency and scalability
  - Lead or contribute to special projects, financial analyses, and system implementations
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### **Qualifications**

- Bachelor's degree in Accounting, Finance, or related field (CPA or progress toward certification preferred)
  - 3-5 years of progressive accounting experience in real estate or property management
  - Strong knowledge of GAAP, cash forecasting, financial reporting, and internal controls
  - Experience with treasury functions, cash management, and ACH/banking operations
  - Proficiency in Yardi 8 accounting and property management
  - Strong analytical, problem-solving, and organizational skills
  - Effective communicator with the ability to collaborate across teams
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### **Key Traits for Success**

- High attention to detail and commitment to accuracy
  - Ownership mindset with strong accountability
  - Ability to operate both strategically and tactically
  - Discretion and integrity in handling sensitive financial information
  - Proactive approach to identifying issues and driving solutions
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### **What Success Looks Like**

- Accurate, timely, and insightful financial reporting
- Well-managed cash flow and effective treasury operations
- Strong internal controls and clean audit results
- Seamless coordination with operations and leadership teams
- Measurable improvements in financial processes and efficiency

**Compensation & Benefits**

- Competitive salary based on experience
- Paid Time Off (PTO)
- 401(k) with company match
- Affordable health, dental, and vision insurance
- Health Savings Account
- Company-paid life insurance and long-term disability (LTD)
- Scholarship opportunities for continued education

**Please submit your cover letter and resume in a single PDF to [tarah@keyholecapitalllc.com](mailto:tarah@keyholecapitalllc.com).**

**Keyhole Capital will only be contacting applicants we intend to interview for the position.**