



Thirty-Four Commercial – Senior Accountant

Job Description

We're seeking a detail-oriented and driven Senior Accountant to join our growing accounting team. This role will provide vital financial support across our portfolio, including development projects, property management, and corporate operations. The ideal candidate is highly organized, analytical, and collaborative—comfortable working with both numbers and people. A proactive mindset and commitment to accuracy are essential, with the ultimate goal of ensuring financial integrity and supporting the continued growth of our business.

Location: Dallas, TX

Position Type: Full-time (on-site)

Reports To: Senior Controller

Key Responsibilities:

- Manage day-to-day financial records for commercial real estate leasing and property management entities
- Maintain commission billings and accounts receivables
- Process broker commissions and expense reimbursements
- Process vendor invoices and code to appropriate entities and GL accounts
- Assist Controller in preparing monthly, quarterly, and annual financial statements
- Reconcile bank accounts, credit cards, and balance sheet accounts on a regular basis
- Monitor project cash flow and provide timely reporting to leadership and lenders
- Maintain general ledger and support year-end audit and tax preparation
- Assist in preparing ad hoc financial analyses and reporting for executives as needed
- Assist in implementation and optimization of accounting processes and systems

Qualifications:

- Bachelor's degree in accounting, Finance, or related field required
- 5 years of accounting experience (commercial real estate preferred)
- Strong knowledge of accounts receivable/payable, payroll, and Financial Reporting
- Proficiency in accounting software (QuickBooks and Microsoft Excel preferred - Yardi, MRI and Gusto a plus)
- Highly organized, detail-oriented, and dependable
- Strong analytical and problem-solving skills
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Team-oriented with excellent communication and interpersonal skills

For any inquiries, contact careers@thirty-four.com or email your resume to apply for this role.



About Us:

Thirty-Four Commercial is a boutique, full-service commercial real estate firm in Dallas, TX. We specialize in leasing and managing new developments, office, retail, and industrial assets. From dirt to disposition, our experts engage market-leading property and project management, providing white-glove service to all clients ranging from institutions to family-owned properties.

Why Thirty-Four?

- Be a key player in a dynamic and growing company.
- Collaborative and supportive work environment.
- Competitive salary and benefits package.