



Accounting Manager

Primary Function:

The Accounting Manager will play a critical role in managing the day-to-day accounting functions for Old Town. This position is responsible for assisting in accurate project cost accounting, financial reporting, and ensuring compliance with internal controls and industry standards. The ideal candidate will have strong experience in construction and development accounting, excellent communication skills, and the ability to collaborate across departments.

Contribution to Company Mission and Values:

Old Town Companies is a vertically integrated real estate development firm based in Carmel, Indiana, with a mission to create meaningful places that enhance the lives of those who live, work, and play in them. Through our development, construction, and investment operations—including Old Town Construction—we bring a holistic, community-focused approach to every project. Our portfolio includes mixed-use neighborhoods, residential communities, and commercial properties that reflect our values of gratitude, ownership, perseverance, adaptability and innovation.

As our operations continue to grow, we are seeking a skilled and proactive **Accounting Manager** to join our team and oversee the financial activities of our real estate development and construction entities.

Primary Responsibilities:

- Assist/help manage daily accounting operations across multiple entities, including accounts payable, accounts receivable, general ledger, and job costing
- Maintain accurate job cost records and ensure proper allocation of construction and development expenses
- Assist in month-end and year-end close processes, including journal entries, reconciliations, and financial statement preparation
- Manage construction loan draws and prepare supporting documentation in coordination with lenders
- Support the Controller with external audit requests and help the Controller coordinate with tax advisors and banking partners
- Contribute to process improvements and implementation of financial systems

Reporting & Location:

This position reports to the Controller and works hybrid in combination of office, Carmel, IN, and remote work.

Education and Experience:

- Bachelor's degree in accounting, Finance, or related field
- Certified Public Accountant designation or actively pursuing with the exam completed within 24 months
- 2-3 years of accounting experience
- Public accounting experience or prior experience in real estate and/or construction account is strongly preferred
- Strong understanding of project-based accounting, job costing, WIP schedules, and construction billing practices
- Proficiency in accounting software (e.g., Sage 300/Timberline, QuickBooks, or other construction-specific ERP systems)
- Advanced Microsoft Excel skills
- Excellent organizational, analytical, and interpersonal skills
- Ability to work independently and collaboratively in a fast-paced, entrepreneurial environment

Preferred Qualifications:

- Familiarity with real estate development pro formas, capital stacks, and investor reporting
- Experience with subcontractor compliance, retainage accounting, and lien waiver processes
- Knowledge of Indiana-specific construction and development regulations

Acknowledgement:

This job description has been designed to indicate the general nature and level of work performed by the employee with the Accounting Manager role at Old Town. While managing the day-to-day accounting functions, assisting in accurate project cost accounting, financial reporting, and ensuring compliance with internal controls and industry standards, this description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee assigned to the role.