



Sunrise Capital Investors is a boutique private equity real estate investment firm based out of Safety Harbor, FL. The firm's investment strategy is to acquire, improve, and operate Manufactured Housing Communities. Our target market is nationwide with particular focus on the Eastern US. Sunrise Capital Investors uses a niche acquisition strategy that capitalizes on targeting off-market properties by utilizing our proprietary database of owners and various methods of strategic contact and follow-up which provides us a direct line of contact with the owners in a non-competitive environment. This provides the unique advantage to uncover highly profitable opportunities before our competitors.

The company is on pace to double in size over the next six months and will continue its fast-paced growth trajectory into next year. Much of our growth can be attributed to our hosting two top-ten real estate investing podcasts on the iTunes platform – 'Real Estate Investing for Cash Flow with Kevin Bupp' and 'The Mobile Home Park Investing Podcast'. Our popular podcasts teach listeners how to successfully invest in mobile home parks to build steady streams of passive income. We share insights on how to target quality markets, develop solid deal-flow, negotiate great terms, acquire solid assets, and manage mobile home parks of your own. We also bring on industry experts who openly share their experience and wisdom they have garnered over many years of experience in the niche. Our goal is to make every listener a better mobile home park investor. As we scale, we need to onboard additional talent to help facilitate our growth. As such, our team is seeking a highly-motivated individual to join our team as a **Fund Accountant**.

Job Description:

Sunrise currently seeks a Fund Accountant to join the corporate office, based in Safety Harbor, FL. Your primary role will be to provide management with timely & accurate financials on all corporate entities. The Fund Accountant enables Sunrise to achieve its business goals by preparing financial statements, delivering analytical insights to management, developing investor reports, and helping to manage overall investment performance. In doing so, you will be directly responsible for helping numerous families achieve their goal of real estate investing for cash flow to help further their financial freedom.

Roles & Responsibilities:

- Record and reconcile investor capital activity and Fund investment activity
- Process transactions related to the Funds' investments and pursuit costs
- Record investment performance, including ongoing NAV of Fund(s)
- Review and record Fund expense accruals
- Work closely with property management team & Fractional CFO on the monthly close process, including performing reviews and preparing reconciliations
- Provide support and coordination for Funds' potential audit and tax inquiries
- Assist with the preparation of annual budgets
- Monitor and organize accounting department email inbox
- Maintain organized and thorough accounting documentation
- Maintain the chart of accounts
- Handle Fund Level AP & AR
- Manage company payroll system
- Maintain and coordinate accounting control procedures by analyzing revenue and expenditure trends and sharing insights with appropriate departments
- Audit & review property financial reports with the business partners
- Anticipate questions about the company's cash flow and financial projections, and provide preemptive answers to business partners
- Assists in preparation for management reviews and budgeting activities, as required
- Assist operations with annual budgeting & business forecasting
- Assist in identifying and executing ad hoc special projects to enhance systems and process within the finance department
- Liaise with counterparts across the firm (Investor Relations, Operations, Sales & Marketing) to provide value-added support
- Perform other related tasks or projects as assigned

Critical Skills

- Strong and demonstrated interest in accounting
- Strong attention to detail and outstanding organizational skills
- Strong interest and/or curiosity about the asset management industry
- Strong Excel skills
- Must have QuickBooks experience
- Experience with Rent Manager preferred, but not required
- Must enjoy contemplating business strategies
- Must possess sound problem-solving, planning, and analytical skills
- Must have the ability to clearly articulate and present ideas both in written presentations and orally to senior management as well as outside audiences



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- Must be a team-player and relationship-builder who is solutions-oriented
 - Must have a professional, positive demeanor
 - Must be able to see the 'Big Picture' for the organization
 - Strong problem solver with a willingness to learn and take on challenges
 - Able to work effectively independently under pressure and in a rapidly changing environment in order to meet deadlines & complete projects

Education

- Bachelor's degree in accounting, finance or related field required
- Master's degree in accounting, finance or related field preferred, but not required.
- Three years of accounting/finance experience preferred
- Candidates may need to complete a case study (approximately 1 – 1 ½ hours) to gain a better understanding of the day-to-day job responsibilities.

Compensation

- \$50,000 Annually
 - Medical, Dental, Vision Benefits available
 - 401k Match Available
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