



Accounting Assistant

Humphreys is dedicated to fostering unity among investors, partners, and associates through relentless alignment. Our firm, funds, and ventures are designed to create a commonality of interests that cultivate enduring relationships. As an investment firm, we manage a diversified fund platform with \$1.5B in income-producing real estate and development partnerships.

We are committed to expanding our team with professionals who demonstrate outstanding cognitive acuity, brilliant interpersonal communication, and uncompromising integrity. We are seeking an accounting assistant to bolster our accounting team and contribute to the continued growth and success of our business.

DESCRIPTION

As a vital member of our team, the accountant will expertly manage our firm's internal accounting functions, guided by the Controller, and boost our capabilities by seamlessly collaborating with third-party service providers.

In our dynamic, entrepreneurial setting, your unwavering commitment to service, keen eye for detail, and excellent communication skills will be key drivers of success and growth.

RESPONSIBILITIES

- Supports the firm's financial objectives by ensuring timely and accurate entry of financial transactions
- Maintain and support the organization of the firm's digital accounting records
- Carry out the implementation of the firm's internal control objectives and policies
- Assist in the preparation of data used for internal financial statements and reporting
- Provide support to additional entities within the Humphreys family office as required for bookkeeping and reporting
- Special projects as needed to provide assistance with complex calculations and reporting objectives

QUALIFICATIONS

- Undergraduate degree in a related field of study

COMPENSATION

- Attractive salary with performance-based bonuses
- Equity ownership and participation in company growth
- Comprehensive benefits package with support for continuing education

APPLY

Please email your resume to careers@humphreyscapital.com. If your qualifications align with our requirements for the role, we will be in touch. Thank you!