

Position: Senior Accountant



**Reports to:** Accounting Manager

**Primary Focus**

The senior accountant position assists with various responsibilities of the corporate accounting office of Pebblebrook Hotel Trust.

**Position Responsibilities:**

- Assist with preparation of corporate balance sheet reconciliations and record journal entries, as assigned.
- Review work papers prepared by staff accountants.
- Assist with preparation of information for the Company's SEC filings.
- Perform hotel level control and procedure reviews on-site (requires travel to hotels approximately 2-4 times per year for approximately one week).
- Review hotel capital expenditures.
- Assist with hotel acquisition and disposition activity (requiring minimal travel): Examples - perform counts of inventory and house banks, prepare owner/seller pro-rations, and record opening or closing entries.
- Assist in training.
- Other projects as assigned

**Requirements:**

- Bachelor's degree in accounting from an accredited college
- CPA
- Two to three years of accounting experience, public accounting experience preferred
- Strong understanding of generally accepted accounting principles
- Detail oriented with strong documentation skills
- Strong analytical skills
- Ability to prioritize workload and meet deadlines