

**Job Title:** Accountant I

**Location:** Magnolia, TX – On-Site

**Company:** High Meadow Development Company, LLC

**About Us:**

At **High Meadow Development**, we have spent decades building communities where families can thrive and flourish. That same passion for creating lasting legacies extends into our wider family business portfolio, which includes real estate, investments, and other ventures. We are a family-owned company that values trust, integrity, and long-term relationships — both in the communities we develop and within our own team.

**Position Overview**

We are seeking a detail-oriented and reliable **Accountant I** to join our growing team. This role will be responsible for managing day-to-day accounting functions, including accounts payable (AP), accounts receivable (AR), monthly reconciliations, and supporting the month-end close process. The ideal candidate is organized, proactive, and comfortable working in a fast-paced small company environment where they can wear multiple hats.

**Key Responsibilities**

- Manage full-cycle **Accounts Payable (AP)**, including invoice processing, vendor payments, and maintaining accurate records
- Oversee **Accounts Receivable (AR)**, including invoicing, collections, and customer account reconciliation
- Perform **monthly bank and account reconciliations** to ensure accuracy and completeness of financial records
- Reconcile **company credit cards**, track expenses, and follow up with team members for missing receipts
- Assist with **month-end and year-end close processes**, including journal entries and supporting schedules
- Maintain the **general ledger** and ensure proper coding of transactions
- Process **1099's** annually for Vendors and maintain Vendor account setup
- Monitor cash flow and assist with basic financial reporting
- Support audits and provide documentation as needed
- Identify opportunities for improving accounting processes and internal controls

- Assist with additional accounting and administrative tasks as needed

### **Qualifications**

- Bachelor's degree in Accounting, Finance, or related field (or equivalent experience)
- 2+ years of accounting experience (small business experience preferred)
- Strong understanding of basic accounting principles and practices
- Experience with accounting software (e.g., QuickBooks, NetSuite, or similar)
- Proficiency in Microsoft Excel (pivot tables, formulas, etc.)
- Excellent attention to detail and organizational skills
- Strong communication skills and ability to follow up effectively
- Ability to manage multiple priorities and meet deadlines

### **Preferred Qualifications**

- Experience with month-end close processes
- Familiarity with expense management tools and credit card reconciliation workflows
- CPA or CPA-track is a plus, but not required

### **What We Offer**

- Salary ranging between \$55,000-\$70,000 commensurate with experience
- Benefits – PTO, Paid Holidays, Health, Dental, Vision, Life
- A collaborative, team-oriented environment
- Opportunity to grow with a small, dynamic company