

# Entry Level Accountant

Tucson, Arizona



**BOURN**<sup>®</sup>  
COMPANIES

**Ready to kick-start your accounting career? We're seeking a driven, detail-oriented entry-level Accountant who's excited to learn, grow, and make an impact in a fast-moving environment. You'll gain hands-on experience and receive full training across all areas of our accounting processes while working alongside a collaborative and supportive team.**

## **About Bourn Companies:**

For over 35 years, Bourn Companies has transformed communities through more than 6 million square feet of projects across the Southwest. Our portfolio of thoughtful, integrated developments brings together residential, office, retail, hospitality, and entertainment into unique environments that define community, inspire connection, and elevate lifestyle.

Our culture is entrepreneurial, innovative, and collaborative – with every team member playing a critical role in shaping projects that make a lasting impact.

**Accounting Team:** This team significantly contributes to each project's success by providing concrete data and facts to make informed decisions---the cornerstone of our business. We not only have a standardized accounting process and reporting but a project pro forma system that captures critical information to drive the planning and development of our projects and the development of customized analytics to evaluate and understand unique challenges and opportunities. This team captures the nuanced valuation and costs of each option and iteration to drive value creation.

## **What we are looking for**

The ideal candidate is consistently successful in competitive and challenging environments.

- **Skills:**

- Base knowledge of accounting through education and/or experience
- Strong Written and oral communication skills
- Organizational skills to efficiently prioritize activities
- Strong knowledge of Excel

- **Characteristics:**

- Attention to Detail
- Desire and ability to quickly learn, retain and apply detailed information
- Ability to prioritize and manage priorities within an environment of frequent changes
- Drive to be highly successful with a work ethic to match
- Uncompromising integrity and ability to gain trust
- Open-minded to the possibility of what is possible

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## Qualifications

- Bachelor's degree in accounting
- Strong understanding of Excel
- Prior internships or work experience preferred but not required

## **How you'll spend your time here:**

- Prepare and post journal entries
- Assist with month-end and year-end close processes
- Reconcile bank statements and general ledger accounts
- Maintain and update financial records
- Process accounts payable and accounts receivable transactions
- Prepare and process invoices
- Participate in comprehensive training across all areas of the accounting function, with opportunities to take on increasing responsibility as skills develop

Our competitive salary and benefits package reflect our dedication to supporting and rewarding our team members fully. Our company is an Equal Opportunity Employer, committed to fostering an inclusive and supportive workplace for all. Ready to take the next step? Send your cover letter and resume to:

[careers@bourncompanies.com](mailto:careers@bourncompanies.com)

[www.bourncompanies.com](http://www.bourncompanies.com)