



## Accounting Associate

Are you excited to help build the infrastructure of the cloud and help companies across the globe with their mission critical data center needs? Do you have experience in ensuring accounting procedures are followed accurately? Would you enjoy working closely with the corporate accounting/finance team as well as Management on the day-to-day operations of several large-scale data centers?

Then you may be just who we're looking for to join our team as an **Accounting Associate!**

Our purpose at CloudHQ is to provide flexible, efficient and resilient data center solutions to businesses of all sizes. Our small, yet impactful, organization was founded by the pioneer of data center REITs. CloudHQ has state of the art data center sites under control in two North Virginia locations and London, Frankfurt and Paris and we anticipate exponential growth over the next several years in the US and abroad. This position is based in our DC headquarters, just a short walk from the Metro Center station.

You might be a good fit if you:

- *Are focused on the details:* This role is a pivotal part of ensuring that our operations run smoothly for our clients, our vendors and our CloudHQ team members. You will ensure that purchase orders, invoices and expense reports are properly reviewed, approved and processed in a timely manner. You will be researching and resolving any discrepancies that could impact our payments or general ledger. In return for your strong organizational skills, we'll entrust you with important responsibilities such as reviewing contracts, maintaining certificates of insurance (COI) for our vendors and tenants, processing year-end 1099s and you'll get involved in other accounting projects as you grow.
- *Are driven to achieve your goals, yet flexible:* Although this is a junior level position, we expect all our team members to be highly motivated to work in an environment that values innovation and understands that the nature of our business sometimes leads to changes in priorities. Your desire for success will ensure that projects are moving forward, with a sense of urgency, regardless of the challenges. A sense of humor helps.
- *Can meet these basic qualifications & attributes:* Do you have 1-2 years of accounting experience with either a public accounting firm or a company in the real estate industry? Have you completed at least a bachelor's degree in Accounting? Do you have strong technology skills? In addition to MS Office, Yardi or similar software experience is preferred. Does your schedule allow for occasional long days? You also need to be able to demonstrate your ability to multi-task and be self-motivated.

Sound like you? Then let's chat more! We'll be happy to tell you more about our culture, our values and the benefits & perks of working with us, such as: 401(k) match that vests immediately, annual bonus opportunities for all team members, 11 paid holidays plus four weeks of paid time off and a casual and collaborative environment.

Here's how you can apply:

Send us your resume to [HR@CloudHQ.com](mailto:HR@CloudHQ.com) with a short note that describes your experiences and why you're excited about this role.