



## Accounting Associate – [Apply Here](#)

### Summary

Our purpose at CloudHQ is to provide flexible, efficient and resilient data center solutions to businesses of all sizes. Our growing organization was founded by the pioneer of data center REITs. CloudHQ has state-of-the-art data center sites located in two Northern Virginia locations, as well as London, Frankfurt and Paris, and we anticipate exponential growth over the next several years both in the US and abroad.

We are seeking an Accounting Associate to work closely with our corporate accounting/finance team, ensuring that accounting procedures are followed accurately. The Accounting Associate position is based at our DC headquarters, just a short walk to Metro Center.

### The ideal candidate will be:

*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.

*Driven to achieve 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!

*Curious and have the drive to learn* – Our business is fast-paced and complex. In this role, you will have opportunities to take on challenging assignments that will help you grow as an accounting professional with opportunities to advance based on your knowledge, skills, and contributions. It is important to ask questions to gain full understanding of our processes, execute accurately, and innovate to continuously improve.

### Basic Qualifications

- Bachelor's degree in Accounting
- 1-2 years of accounting experience with either a public accounting firm or a company in the real estate industry
- Proven technical skills with MS Office applications, with specific proficiency in Excel
- Experience with Yardi or similar software experience is preferred
- Excellent analytical, technical, and organizational skills
- Excellent work ethic and desire to "do what it takes to get it done right the first time"
- Ability to multi-task and be self-motivated



### **What we Offer**

CloudHQ's people and culture are the most enriching aspects that make us a great place to work. We are strengthened by industry experts who bring extensive knowledge, skill, and experience, leaders who bring vision, innovation and commitment to our people, and an expanding team of individuals who believe in that vision, and bring their best to support their customers and team.

Our employees enjoy competitive compensation and rewarding incentives, comprehensive benefits (medical, dental, vision, life insurance, disability), 401(k) with match, 11 paid holidays, generous PTO, development opportunities, and the ability to closely impact and contribute to the growth of an exceptional organization.

### **Equal Employment Opportunity**

CloudHQ is an equal employee opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, marital status, genetic information, protected veteran status, or other legally protected status.