

**Title:** Senior Accountant  
**Department:** Finance & Accounting  
**Reports to:** Assistant Controller  
**Location:** Santa Clara, CA  
**Job Status:** Full-Time

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## About Vantage Data Centers

At Vantage, we run some of the most customizable and scalable data centers in the world, with a meticulous focus on efficiency, operational excellence, reliability, testing, and maintenance. With campuses in Silicon Valley, California, and Quincy, Washington, we support the most demanding of large enterprises, technology companies, and service providers. Vantage Data Centers was founded on the principle that modern-day data center design should evolve in innovative ways that lead to dramatic gains in energy efficiency. Years later, we're still leading that charge. It's through our focus on efficiency, collaboration, and operational expertise that our customers and company continue to excel.

## Position Overview

Vantage is looking for an autonomous, detail-oriented, high-performing Senior Accountant to work with our Finance team to ensure financial reporting accuracy and contribute to an effective internal control environment. You will lead daily activities to ensure transactions are recorded correctly and properly approved. You will also play a critical role in the monthly close process by driving the preparation of support for and recording certain journal entries. You will have opportunities to support the Finance team concerning the application of GAAP to our financial accounting framework as policies change and new transactions occur. You will assist in financial reporting activities, including preparation of monthly and quarterly internal financial reporting as well as annual reporting to the Company's lenders. You will also take the lead on preparing monthly budget-to-actual variance analyses.

## Essential Job Functions

- Ensure accuracy of daily transactions
- Lead monthly close process, including preparation of account reconciliations and preparation of financial reporting packages
- Lead monthly budget to actual review with department managers and related reporting
- Contribute to process documentation and creation of internal control and accounting policies as the Company continues to grow

## Duties

- Review transactions for proper coding to the general ledger and capital project codes. Create and post internally capitalized costs. Maintain asset cost code tables.
- Reconcile balance sheet accounts monthly
- Prepare monthly internal financial reporting information, including income statement, balance sheet and cash flow statement
- Work with department managers to prepare monthly budget to actual variance reports and analysis
- Assist in writing process and policy documentation as needed. Ensure processes are adhered to.
- Act as the company's backup payroll administrator within ADP WorkforceNow 14: input new hires, review and ensure the accuracy of manager-approved timesheets, prepare & process the biweekly



payroll for less than 100 employees, process final checks & terminations, run custom reports for stakeholders

### **Job Requirements**

- Bachelor of Science degree in Accounting, or equivalent experience, required
- 2 or more years at a major public accounting firm or 4 or more years of experience in an accounting role required
- Real estate industry experience is preferred, but not required
- Ability to analyze financial data and clearly / concisely document the interpretation of financial analysis
- Good understanding of GAAP required
- Proficient with Microsoft Excel, Outlook, Word, and PowerPoint
- Ability to collaborate with individuals across the organization and “roll-up one’s sleeves” to accomplish all necessary tasks

Candidates should submit resumes to: [jobs@vantagedatacenters.com](mailto:jobs@vantagedatacenters.com). Include the position name in the subject line.

*Vantage Data Centers is an Equal Opportunity Employer*