

FAMILY OFFICE SENIOR ACCOUNTANT

We are seeking a Family Office Senior Accountant to serve as the central hub for overseeing accounting, financials and administrative affairs of a high net worth individual with multiple business ventures and family trusts ("Trusts"). The Senior Accountant will assist with the oversight of personal, business and Trusts financial matters and will perform many tasks including providing accounting, preparing business and personal financial statements, serve as primary contact and coordinate with legal and tax advisors providing administrative services for the Trusts. This position serves as a trusted financial partner, coordinating with attorneys, CPAs, bankers and insurance professionals to maximize financial performance, mitigate risk, and preserve intergenerational wealth. The ideal candidate is willing to work diligently, has a strong financial acumen, is strategic, discreet, and highly organized, with experience in accounting and financial reporting, income taxes, estate and trust matters, providing administrative services and support for various entity types.

RESPONSIBILITIES:

- Provide accounting and financial reporting services.
- Review all bills and other common expenditures and ensure that all are paid accurately and on time.
- Prepare business and personal financial statements and consolidate portfolio performance and advisor reports.
- Maintain accurate reporting of assets, liabilities.
- Trust administration coordination: Work closely with lawyers, accountants, and investment advisors to ensure Trusts are properly funded and managed according to the Trust documents and the principal's wishes.
- Support the service company for the Trusts in maintaining trust files, ensuring transactions are properly documented in all entities upon occurrence.
- If appropriate, draft documents for the various entities and their affiliated companies, including maintaining corporate records for these entities.
- Partner with estate attorneys to develop and maintain estate plans, Trusts, and family legacy structures and ensure tax efficiency, compliance with regulations, and coordination of complex estate planning matters.
- Collaborate with tax advisors to optimize tax liabilities and implement tax-efficient strategies.
- Maintain family member records (e.g., insurance records, family entity organization documents, minutes and other business documents, other critical documents)
- Coordinate household/personal employees and contractors.
- Family document preparation or review such as leases, employment documents for household employees, major contracts for purchases of homes, planes, home renovations/construction, third-party financing, event contracts and similar
- Maintain accurate documentation for Trust accounts, various entities, and gifting strategies.
- Identify and mitigate financial and legal risks.
- Maintain a high level of privacy and security in all financial matters.
- Oversee family entities (LLCs, holding companies, partnerships, Trusts).
- Property oversight: Coordinate property management and overseeing the maintenance, repairs, and refurbishment of multiple properties.



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