



PART-TIME ACCOUNTANT

Corporate Accounting | Property Accounting | Family Portfolio Accounting
Part-Time | Denver West Metro located in Lakewood, CO

COMPANY OVERVIEW

Bespoke Holdings Company (BHC) is a Denver-based real estate investment management firm with a simple but non-negotiable vision: to impact and improve the lives of our business associates. We acquire underserved industrial assets in high-growth U.S. markets, deploying investor capital with a long-term ownership mindset and we always have skin in the game. We co-invest in every property we acquire and structure the majority of our compensation to be performance-based, because we believe alignment isn't a feature; it's a foundation.

We're a lean, high-conviction team built on trust, integrity, and transparent communication. We've raised and deployed over \$50 million in equity across three active Funds, and we're building toward the next milestone. This is not a transactional role at a faceless institution. This is a seat at the table of a growing firm where your investment opportunities shape the portfolio, your relationships define the pipeline, and your contribution is directly visible and directly rewarded.

A DAY IN THE LIFE

Every day in this role looks a little different but at the center of it is financial stewardship and operational execution. In this part-time role, you will support accounting operations across corporate entities, real estate assets, and family investment portfolios while ensuring accurate reporting, organized records, and timely processing of financial obligations.

One day may involve posting tenant receipt batches, processing invoices and accounts payable, and reconciling corporate bank accounts; another may focus on investment account reporting, month-end close activities, creating tenant billback invoices, or coordinating with external tax advisors and property managers.

This is a role for someone who enjoys operating across multiple areas of accounting and can confidently manage complexity in a fast-moving entrepreneurial environment. You are highly organized, detail-oriented, and comfortable balancing recurring accounting responsibilities with one-off projects, operational requests, and portfolio transactions.



PRIMARY RESPONSIBILITIES

CORPORATE & PROPERTY ACCOUNTING

- ▶ Manage day-to-day accounting activities across corporate entities, operating companies, investment vehicles, and real estate assets.
- ▶ Perform invoice entry and maintain accurate vendor payment records.
- ▶ Process monthly auto payments within the accounting system.
- ▶ Manage the Accounts Payable inbox and coordinate timely processing.
- ▶ Post Corporate Accounts Receivable batches and maintain accurate receivable records.
- ▶ Posting tenant receipt batches and applying payments accurately within the accounting system.
- ▶ Create tenant invoices and billback invoices for property-related expenses and reimbursements.
- ▶ File and maintain organized bank statements, loan statements, utility statements, and supporting accounting documentation.

PORTFOLIO ACCOUNTING & REPORTING

- ▶ Maintain accounting records across family entities, holding companies, and investment portfolios.
- ▶ Prepare and maintain accurate monthly, quarterly, and annual financial reports.
- ▶ Track and process capital calls, investor distributions, and other investment-related transactions.
- ▶ Maintain investment records including cost basis, income tracking, performance data, and supporting documentation.
- ▶ Assist with cash flow monitoring, forecasting, and liquidity planning across the broader portfolio.
- ▶ Maintain organized financial records and accounting documentation across multiple asset classes.

TAX COORDINATION & COMPLIANCE

- ▶ Coordinate with external tax advisors to support timely preparation and filing of tax returns.
- ▶ Organize and maintain tax-related documentation including K-1s, 1099s, and supporting schedules.
- ▶ Assist with year-end close processes and audit/tax preparation requests.
- ▶ Ensure compliance with applicable reporting requirements and financial obligations.



CROSS-FUNCTIONAL COORDINATION

- ▶ Coordinate with external CPAs, attorneys, insurance brokers, and investment managers as needed.
- ▶ Support special projects related to accounting operations, entity management, financial organization, and process improvement initiatives.
- ▶ Assist leadership with ad hoc reporting requests, operational analysis, and financial data organization.

QUALIFICATIONS

EDUCATION

- ▶ Bachelor's degree in Accounting, Finance, or related field required.
- ▶ CPA or CPA candidate preferred but not required.

EXPERIENCE

- ▶ 3–7+ years of accounting experience required, preferably within real estate, property management, corporate accounting, family office, or investment environments.
- ▶ Strong understanding of multi-entity accounting and financial reporting.
- ▶ Experience with Accounts Payable, Accounts Receivable, bank reconciliations, and general ledger accounting.
- ▶ Experience with property accounting functions including tenant receivables, billbacks, and vendor invoice processing preferred.
- ▶ Familiarity with investment accounting, including private equity, real estate, and alternative assets preferred.
- ▶ Familiarity with tax reporting requirements including K-1s, 1099s, and entity-level filings.
- ▶ Experience managing organized financial records and supporting audit or tax preparation requests preferred.

SKILLS & COMPETENCIES

- ▶ High level of discretion and ability to manage confidential financial information.
- ▶ Strong analytical and problem-solving capabilities.
- ▶ Exceptional organizational skills and attention to detail.
- ▶ Advanced Excel proficiency and experience with accounting software such as QuickBooks or similar platforms.
- ▶ Ability to work independently while effectively communicating with multiple stakeholders and advisors.
- ▶ Adaptability and comfort managing a wide variety of accounting responsibilities and operational priorities.
- ▶ Strong time management skills with the ability to prioritize across multiple entities and deadlines.



COMPENSATION & BENEFITS

Bespoke Holdings offers a competitive compensation package commensurate with experience and qualifications with a targeted compensation of \$40-\$80 per hour as the targeted compensation range.

While this role is part-time, no benefits will be provided.

- ▶ *Bespoke Holdings Company is an equal opportunity employer committed to building a diverse and high-performing team.*