

# JOB ANNOUNCEMENT

## Accounting / Compliance Specialist

Location: Phoenix, Arizona  
Role Type: Full Time/Regular  
Experience: 3+ years

### Experience

Hickey & Associates (HICKEY) is an exciting, global corporate real estate service strategy firm with offices in key global markets, including Phoenix, New York City, Chicago, San Francisco, London, Amsterdam, Singapore, Hong Kong, Sydney, Bangalore, and São Paulo. The firm is seeking an individual who possesses high energy, good communication and interpersonal skills, along with a strong attention to detail.

### Position Description

Accounting / Compliance Specialist position to be key member of a dynamic, global team providing comprehensive support for the long-term management of economic development credits and incentives.

### Qualifications

- Bachelor's Degree in Finance, Accounting, and/or Business preferred
- Additional education, accreditation and a strong understanding of state and local (SALT) credits and incentives, considered a plus
- Research, interpretation, and effective communication of tax, credit, and incentive statutes, regulations, and guidelines
- Project tracking to ensure timely incentive compliance and measurements are met on behalf of our clients
- Preparing and/or reviewing compliance documents for submission to incentive authorities
- Running ad hoc analysis and strategize with the team as necessary
- Cultivating relationships with clients, State and Local Economic Development leadership and program administrators

### Knowledge and Skills Requirements

- Organization, attention to detail, productivity, and dependability
- Familiarity with financial software
- Communication and interpersonal skills
- Proficiency with Microsoft Excel, Microsoft Word, and Adobe PDF Pro
- Ability to adapt to a changing environment and handle multiple priorities
- Excellent writing and analytical skills
- Typing proficiency
- Thrives in a team and individual work environment

### Salary

Negotiable and commensurate with experience and education.

### Work Environment

Ability to thrive in an office setting, as well as, succeed in a virtual environment.

### Interested?

To apply, please email a cover letter and resume to [jobs@hickeyandassociates.com](mailto:jobs@hickeyandassociates.com). No walk-in visits or calls, please.