

CHRONICLE FAMILY OFFICES LLC

Santa Barbara, California

Junior Accountant

About Chronicle.

Chronicle Family Offices provides human capital centered planning and financial services to high and ultra-high net worth individuals and families. Founded in 2005, Chronicle serves over 20 clients throughout the United States (with concentrations in Southern California and New York) from its offices in Santa Barbara, California. Chronicle acts variously as planning quarterback, family controller and administrative hub to its client families depending on their needs and circumstances.

Our mission is to help our clients flourish. Flourishing is vigorous growth in the context of a particularly healthy environment. We want the people with whom we work to pursue their lives with vigor. We want their family systems to remain a healthy environment in which they do so. Our role is to support the environment and support the individual. Our orientation is to build the capabilities of our clients through shared learning. We support individuals, small and large family groups, and complex family governance systems (including operating businesses, shared family properties, and family foundations).

Chronicle provides mentoring self-actualization resources to rising members of our client families, such as learning style and personality assessment resources, financial education and mentoring/life coaching. We are often asked by family fiduciaries to provide key counsel regarding trust distributions and the discretionary use of family financial resources by rising generation members. We are also pursuing the organization of an affiliated Nevada state chartered trust company which will provide fiduciary services to many Chronicle clients.

Through our subsidiary, Chronicle Advisors LLC, we provide guidance to families and individuals about long-term capital preservation and building understanding of, and practices for, sustaining financial assets over the long term.

We do not prepare tax returns or provide legal services. We do not manage money. Instead, we help our clients receive the best from their services providers through quarterbacking, values based translation of complexity to plain English, and diligent follow up.

Our governing principles are as follows:

- People before money.
- Loyalty to our clients is our fundamental duty.
- We will not abandon promises to first clients as we accept new ones.
- No employee will be expected to bring in new business, nor will they be paid to do so.
- Employees will be encouraged to work with the same families their entire career.
- We will not take on new families, after diligence, if we do not believe we can truly help them.
- The only “education” we offer is helping people become more self-aware.
- Each rising generation is, to us, the most important.
- We seek to prepare each client to be an excellent steward of their own financial capital.

Basic Function.

The Junior Accountant position is responsible for supporting the CFO/Director of Client Accounting and working with other members of the accounting department on the accounting operations of the company's high net worth families, to include:

- Production of periodic financial reports;
- Maintenance of an adequate system of accounting records and comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the reported financial information, and ensure that reported information is readily understandable;
- Development of cash management reports for clients; and
- Other duties, as needed, to provide outstanding client service to clients.

Principal Responsibilities.***Transactions***

- Ensure that periodic bank reconciliations are completed
- Ensure that required debt payments are made on a timely basis (if appropriate)
- Maintain the chart of accounts for each client
- Maintain an orderly accounting filing system on the server and/or QuickBooks
- Maintain a system of controls over accounting transactions
- Monitor cash and facilitate funding as needed

Reporting

- Issue timely and complete financial statements for each client
- Calculate and report financial and operating metrics
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide for a system of expenditures by client for each client
- Provide financial analyses as needed

Compliance

- Coordinate the provision of information for periodic external reviews
- Maintain adequate systems of accounting records and comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the reported financial information, and ensure that reported information is readily understandable by each individual client

Desired Qualifications.

The Junior Accountant candidate should have a Bachelor's degree in accounting or business administration, or equivalent business experience. CPA or CPA candidate required.

Working Conditions.

Primarily in an office environment.

Interested Applicants.

Interested applicants should submit a resume and a cover letter explaining why they feel particularly interested in this specific role with Chronicle of no longer than two pages to careers@chroniclefamily.com.

Be advised that no candidate will be offered the position without first undertaking a series of assessment tests by Chronicle's consulting assessment firm. No candidate with any history of discipline in their profession will be considered. Extensive references will also be required prior to any job offer.