

Title: Controller/Senior Director of Finance

Department: Finance

Reports to: President

Status: Full-Time, Salary, Exempt

General Description

Plan, direct and supervise the company's financial affairs including financial reporting, budgeting, analysis, and tax compliance.

Essential Duties and Responsibilities include the following.

- Administer and maintain all company financial records including books of original entry, supporting schedules and subsidiary ledgers.
- Develop and maintain all accounting policies and procedures, including internal controls. Periodically review and adjust procedures as necessary to improve efficiency and effectiveness of finance department.
- Maintain all applications used by the finance department. Onboard new applications as deemed necessary to improve efficiency.
- Work with Facilities to control costs and improve portfolio profitability.
- Review quarterly financial reports prepared for investors and ensure reports are provided timely.
- Review quarterly, annual, and ad hoc financial reports prepared by accountants for lenders.
- Provide special reporting and analysis of financial information to senior management.
- Forecast and manage cash flow, working closely with Facilities and Construction & Development to plan for upcoming capital expenditures.
- Oversee annual budget process, working closely with Facilities and Leasing departments to ensure accuracy and timeliness of budgets to be approved by senior management.
- Manage the annual year-end close process, including the review of tax workbooks prepared by property accountants. Work closely with outside accounting firm and respond to requests for information as needed.
- Manage annual NNN (CAM, insurance, taxes) reconciliation process to ensure performed accurately and within timeframe required per lease agreements.
- Oversee accounts payable process, including review and approval of invoices and performance of bi-weekly checks runs to ensure vendors are paid timely.
- Review lease agreements entered into system to ensure relevant terms entered accurately.
- Develop and maintain an effective department through the selection, training, compensation, motivation, termination, and review of all department personnel.
- Provide guidance and direction to accounting employees to assist them in their professional development.
- Identify value-add projects for the finance department, assign to staff and work with them to develop project plans and timelines for completion as well as meet with staff periodically to assess progress.
- Perform other related duties as assigned.

Minimum Qualifications

- Bachelor's degree in accounting or related field
- 7 or more years' experience in an accounting related position
- CPA required
- Prior experience in multiple business operations and/or real estate a plus
- Strong understanding of GAAP and cash basis accounting
- Previous supervisory experience required
- Experience with ERP systems preferred
- Intermediate-to-advanced Excel skills
- Excellent verbal and written communication skills
- Demonstrate analytical, planning, and organizational skills
- Ability to prioritize tasks
- Must be a self-starter, organized and have ability to manage multiple projects in a high-pressure environment