



JOB OPPORTUNITY

Controller

About the Company

LYNOUS has been retained by a well-established boutique real estate development and investment company to recruit an experienced real estate Controller. Our client has a long-term hold, with low leverage, investment strategy which offers stability and the ability to manage through economic cycles. The company offers an entrepreneurial environment where each team member's contributions are valued and contribute to the company's success.

This position reports to the COO and is among the leadership team. Day-to-day responsibilities include collaboration with the other leadership team members, accounting representative for exterior relationships and management of the accounting department. The ideal candidate will be able establish and drive the accounting department's initiatives to enable the other departments to execute against the company's goals.

About the Position

Our client is seeking a professional CPA real estate Controller to lead the accounting initiatives and manage the accounting team. This opportunity requires the ability to think strategically with the ability to analyze and report financial performance, an individual who is a self-starter with an entrepreneurial spirit and a driver workstyle who is goal oriented. A solid command of Yardi with hands-on experience is key.

For right candidate, this could be a move up opportunity for an experienced real estate Assistant Controller who is a CPA candidate with extensive Yardi experience.

Roles and Responsibilities

- ★ Lead, manage and conduct the company's day-to-day corporate and real estate accounting practices in accordance with GAAP
- ★ Collaborate with the leadership team and regional offices to determine and support accounting needs
- ★ Lead accounting communications with leadership team, PEO, lenders, capital partners, auditors, tax accountant, and others
- ★ Develop financing accounting reporting packages for the leadership team and Board of Directors meetings
- ★ Develop and maintain accounting policies & procedures to ensure compliance, manage risk, and create operating efficiencies
- ★ Perform weekly cash flow projections

- ✦ Prepare capital calls to members or partners
- ✦ Prepare and execute quarterly cash distribution to owners of managed properties
- ✦ Prepare required paperwork and coordinate with tax accountant
- ✦ Work with auditors when necessary
- ✦ Maintain and track 1031 exchanges for real property (state and federal & local where applicable)
- ✦ Perform corporate level treasury function in collaboration with COO
- ✦ Lead and manage human resource requirements with PEO vendor partner
- ✦ Hire, lead, manage, develop accounting team members, and conduct annual performance reviews
- ✦ Review of lease, loan, partner, management, and broker agreements, and other legal documents to determine effect on loan draws, debt service payments, reporting requirements, assess accuracy of commissions and other invoices
- ✦ Manage and review the accounting team's fully cycle property accounting for accuracy
- ✦ Review and approve budgets for property managers, development, construction and CAM reconciliations
- ✦ Process payroll, and 401K contributions testing and reporting
- ✦ Perform accounting for property acquisitions and dispositions, including review and summarization of related documents and setup new properties in Yardi
- ✦ Participate in meetings, special requests and projects
- ✦ Other duties as assigned

Qualifications

- CPA or CPA candidates
- Bachelor's degree in accounting or finance
- Minimum 5 years' experience in corporate and commercial real estate accounting (property accounting, development, construction, partnerships, etc.)
- Proven managerial and leadership experience leading a team with performance results

Required Skills

- Command of real estate and accounting acumen with the ability to provide and communication an analysis of financial performance
- Ability to perform and produce accurate and detailed accounting while meeting deadlines
- Experience and proficiency in Yardi for office, retail and/or industrial
- Intermediate Excel modeling skills with advanced analytical skills
- Proficient in Microsoft Office Suite: Outlook, Excel, Word
- Ability to read and interpret contracts
- Superior communications skills: listening, oral and written
- Good interpersonal skills with the ability to work in a collaborate team fashion
- Critical thinking and analytical skills

Compensation

This position offers an excellent total compensation package to include: base salary, bonus, employee paid health/dental insurances, 401K match, generous PTO policy, paid company holidays and reduced summer hours, CPA license fees, CPE training workshops, free parking, industry association memberships, industry association monthly lunch meetings and business casual.

Resume Submission

For any questions and confidential inquiries, please contact Julie Lynch at LYNOUS Talent Management 214.387.9595 or Julie@LYNOUS.com. Interested and qualified candidates please send your resume with salary history (base salary and bonus listed separately), to Julie@LYNOUS.com or FAX 214.975.1462.