



JOB OPPORTUNITY

Job Title: Controller

Company Background

LYNOUS has been retained by a progressive and growing retail development company centrally located in north Dallas. The internal culture is one of team, vigorous entrepreneurship, high involvement and expectations mixed with practical experience. This position is a key hire to complement their strong leadership to help facilitate company growth.

If you enjoy working in a small professional and dynamic company where everyone's contributions are key to the success this is the opportunity for you.

The Position

This position reports to the principal of the company and is responsible for corporate, real estate investment, and development full cycle accounting. Our client is seeking a seasoned real estate accountant to build on the existing accounting infrastructure and platform to sustain growth. This position requires exceptional skills in accounting, finance, operations, communications and technology.

The ideal candidate will be a self-starter with an entrepreneurial spirit, exceptional analytical skills, and able and willing to perform full cycle accounting. Strong organizational skills and operational experience with good problems solving are required.

Roles and Responsibilities

Specific responsibilities include but may not be limited to:

- Maintain and develop accounting practice policies and procedures to ensure compliance, manage risk, and create operating efficiencies
- Perform monthly full cycle general ledger accounting and prepare financial statements
- Perform accounting for property acquisitions and dispositions, including review and summarization of related documents and preparation of journal entries, in accordance with GAAP
- Perform monthly cash projections
- Ensure timely payment of all debt service, property taxes, and other expenses

- Preparation of monthly draw package for submission to lenders and record funding
- Read and interpret agreements to determine actions necessary to comply with reporting requirements, calculations, and payments
- Prepare Project Cost Summaries showing status of construction and development properties
- Record general and limited partners' equity pick-ups, contributions and distributions related to investments in joint ventures as well as minority interest partners interest in projects
- Develop and maintain a comprehensive schedule of real estate owned that tracks debt and equity
- Prepare monthly equity partner reports
- Monitor and track preferred returns on an accrual quarterly basis
- Read, analyze, and interpret contracts, leases and agreements
- Set up in the general ledger accounting system leases and budgets
- Develop and perform tenant expense reconciliations statements
- Review of leases, loan, partner, management, and broker agreements, and other legal documents to determine effect on loan draws, debt service payments, and reporting requirements, and to assess accuracy of commissions and other invoices
- Communicate and provide information to development team, capital partners, auditors, tax accountant, lenders, and others
- Preparation of tax return work papers for tax CPA firm and review of tax returns
- Preparation and coordination of audit work papers
- Participate in meetings and special requests/projects related to assigned properties
- Other duties as assigned

Qualifications

- Bachelor's degree (B.A.) in Accounting from four-year college or university
- Experience in commercial real estate development and/or construction also preferred property management accounting experience
- Public accounting experience, CPA or CPA candidates are preferred but not necessary

Computer Skills

- MRI, Avid Xchange, Retransform, intermediate Microsoft Excel, Outlook, extensive real estate Accounting General Ledger accounting software experience

Compensation

This position offers a competitive comprehensive total compensation package to include: base salary, bonus, comprehensive health/dental insurance, 401K match, generous PTO policy, nine days annual paid holidays, CPA license fees, CPE training workshops, industry association memberships, industry association month lunch meetings and non-client/customer facing days are business casual.

Resume Submission

For any questions and confidential inquiries weekdays and weekends, please contact Julie Lynch at LYNOUS Talent Management 972.786.3235 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.