

***Allied Personnel Services ~ Amparo Connors*** *~ 718-261-7979 ~* [*amparo@alliedpersonnel.com*](file:///C:\Users\ampar\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\DVFGJQR2\amparo@alliedpersonnel.com)

**Midtown NYC**   **11/02/20**

**Corp. Controller: $150K to $160K**

Our client is a real estate property management company specializing in affordable housing properties. They are a RE managing agent with approximately 700 personnel who facilitate operations at the asset level. Services currently provided are property management, legal, accounting, security, compliance, and maintenance to approximately 10,000 units across 6 states. The Controller will manage multi-corp. books for 5 corps. This RE org. is fast growing; they’ve been recognized as a national leader in the Affordable Housing industry. (No travel required).

**Summary/Objective:**

Manage finance and accounting departments providing information, primarily financial in nature, about all company activities that will assist management, its Managing Directors, CEO and other users in making educated economic decisions about the company's future. The Controller will have a team of 18 total direct reports: four departments, AP, AR, Payroll and Property Accountants.

**Essential function/Responsibilities:**

*Duties include but are not limited to the following*

* Oversee the activities of the corporate accounting department for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements and annual audits and annual budgets.
* Oversee the activities of the disbursement department, ensuring the accurate and timely processing of accounts’ payable, purchase orders, petty cash, core employee expense reports, cash control, core payroll processing and total corporate payroll tax compliance.
* Oversee the activities of the accounts receivable department to ensure the accurate and timely management of all accounts receivable aging components including billings, cash receipts application, etc.; funding service management, which includes weekly funding reports and customer service; quarter and year-end payroll closing including federal and state reports, and check statistic management.
* Assure corporate income tax compliance to assure the accurate and timely completion of all corporate income tax returns taking full advantage of all favorable tax codes.
* Establish and maintain systems and controls that verify the integrity of all systems, processes, and data, and enhance the company's value.
* Respond to CFO as assigned with accurate and timely work to facilitate his financial needs.
* Participate in a wide variety of special projects and compile a variety of special reports.
* Communicate with co-workers, management, vendors, and others courteously and professionally.
* Conform with and abide by all regulations, policies, work procedures, and instructions.

Job functions include:

1. Manage the accounting function for a portfolio of affordable housing residential buildings such as tenant billing, tenant and Section 8 accounts receivable, accounts payable and bank reconciliations.
2. Prepare monthly, quarterly, and annual financial statements in accordance with GAAP for required partners and lenders
3. Analyze the general ledger for each property, prepare journal entries, calculate accruals and adjustments and maintain detailed workpaper files monthly
4. Review results of operations and provide detailed explanations of variances
5. Review invoices to ensure correct account coding and expense allocations
6. Prepare reconciliations of all cash accounts, security deposits, reserves, and escrows
7. Monitor cash balances and request capital funding, as needed
8. Maintain fixed asset and depreciation schedules
9. Calculate real estate tax and operating expense escalations
10. Interact with asset managers, leasing agents, and property managers
11. Assist in the resolution of tenant billing inquiries with accounts receivable and legal departments
12. Prepare documentation for loan draws and reserve disbursements
13. Respond to lender inquiries, as needed
14. Oversee payroll related processing and applicable tax reporting
15. Compile financial information for analysts during debt refinances and/or sales of properties
16. Prepare annual budget and re-forecast
17. Serve as the main contact for annual audits and tax return preparation

**Requirements:**

* Bachelor's degree in accounting or finance a must, MBA preferred
* CPA certification preferred
* **Ten years** of hands-on accounting managerial experience within the real estate industry
* **Experience in real estate industry, multifamily residential, affordable housing a MUST** including Voucher based and Project Based Section 8
* Expert knowledge of Yardi, QuickBooks, Excel, Word; Acumatica exp. a +
* Ability to multi-task, prioritize and work efficiently independently or in a team setting
* Strong capability to communicate effectively both verbally and written, including giving and receiving feedback with all levels within the organization
* Ability to perform at high levels in a fast paced, ever-changing work environment

Discretionary Bonus. Full benefits including health insurance, dental, vision, and other voluntary insurance options are available to the successful candidate.