



Position: Manager, Financial Reporting

SUMMARY:

This key position will report to the CFO and be responsible for the multifamily accounting team that handles all internal and external financial reporting functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee and direct the day-to-day multifamily property accounting functions – payables, receivables, general ledger, fixed asset accounting/depreciation, etc.
- Manage the closing process to ensure accurate and timely financial statements to both internal and external parties. Reviews all monthly, quarterly, and annual financial reporting in accordance with GAAP and company policies
- Oversee accounting system administration- users, interface setups, security, reports, etc.
- Approve multifamily accounts payables and utilities funding requests
- Preparation and/or review of account reconciliations
- Oversee or prepare lender reporting, escrow reimbursement, and loan draw requests
- Act as administrator for company bank accounts, borrower online sites, etc.
- Coordinate the annual HUD audits and review of audit reports
- Assists with annual property budget preparation
- Prepare or review the tax workpapers for external CPA firms for tax return preparation
- Coordinate real estate property transitions (acquisitions, dispositions, etc.), provide information during due diligence, book the closing entries, track post-closing settlement adjustments, etc.
- Assist with the quarterly investor distribution process
- Supervise, mentor, and coach staff in duties and process improvement projects
- Assess and maintain adequate internal controls over cash processing and accounting records
- Communicate with multiple internal and external contacts
- Complete other tasks and information requests as assigned by CFO

QUALIFICATIONS:

Bachelor's Degree in Accounting required, CPA preferred

5+ years of experience in accounting required

Multifamily real estate experience preferred

Previous supervisory experience required

AppFolio accounting system experience a plus

Excellent analytical problem solving and organizational skills

Attention to detail is essential

Ability to multi-task and prioritize deadlines

Team player with effective interpersonal and communication skills

Physical Setting: Corporate Office