

**Position Title: CONTROLLER**

**FLSA Status: EXEMPT**

**Effective Date:** October 2023

**Hybrid position in Long Beach, California**

Preferred Hiring Range: \$121,284 to \$142,687

Full Range: \$121,284 to \$164,090

Hiring rates are determined by skills, knowledge, experience, and internal equity.

### **Job Summary**

The Controller position will effectively manage a team that is responsible for real estate accounting operations for both stable properties and properties under construction. Responsibilities would include, but not limited to financial oversight, job cost accounting, construction draws, budgeting, auditing, accounts payable and receivable, general ledger, and financial reporting and analysis according to generally accepted accounting principles (GAAP) and the internal policies and procedures of Linc Housing. This position will report directly to the Vice-President of Finance.

### **Essential Functions**

- Coordinate and manage year-end audits and tax return process. Manage and support external audit requirements, including the annual consolidated financial audit and property tax audits.
- Audit cash flow, monitor reserve accounts, and control bank accounts (coordinates, prepare communications, and monitor disbursements from accounts).
- Prepare cash projections and re-forecasts as needed.
- Recommend and implement financial systems, including processes for establishing bank accounts and cash management procedures (both for Linc and those under Linc control).
- Establish relationships with 3rd party management companies and asset management and housing development teams
- Manage budgets and budgeting process. Assist in the preparation of internal reports for variance analysis budget vs. actuals.

- Review financial statements for each property, review journal entries, accruals, and adjustments on a monthly basis.
- Oversee, prepare, and analyze financial reports on managed properties and Linc businesses for Board.
- Partner with the Asset Management team to compile financial information during debt refinances and the sales of properties.
- Support the financing of real estate assets. Assist the Housing Development team with early identification and resolution of key business and financial matters.
- Assist with reviewing legal documents to ensure proper accounting and reporting for joint ventures, investments, loans, leases, vendor agreements, tax credit deals, and other significant transactions.
- Ensure accounting records are kept in compliance by adhering to company policies, procedures, and internal controls.
- Lead and develop members of the accounting team. Work with team members to identify and implement opportunities to streamline business processes, optimize effectiveness and efficiency, and foster a continuous improvement culture.
- Assist the Vice President of Finance in implementing individual goals, career development measurements, and performance action plans for Development Accountants.
- Review cost certification and conversion at construction project completion.
- Adhoc projects as needed

### **Knowledge, Skills & Abilities**

#### **Knowledge of:**

- GAAP accounting and Job Cost Accounting
- Real Estate accounting practices pertaining to operating properties and construction/development.
- Accepted methodologies for budgeting and cash forecasting
- Cash disbursement policies and procedures
- Auditing procedures and practices
- Accounts Payable and Accounts Receivable process

#### **Skill Level**

- Strong analytical skills, financial management
- Proficient in the use of personal computers and related software applications for accounting management
- Excellent interpersonal skills for establishing and maintaining effective working relationships with employees, other department heads, and other business stakeholders

**Ability to:**

- Develop and prepare budgets
- Forecast cash needs of business
- Manage an Accounting staff and department function
- Set and manage multiple priorities in growing environment
- Manage, direct, and supervise accounting staff
- Establish relationships with 3rd party management company and internal departments

**Education & Experience**

A combination of education and related experience may substitute for education requirements.

- BA in Accounting, Business, Finance or related field, CPA preferred **and**
- 5+ years experience in Real Estate accounting

**Physical Demands/Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard.
- Travel by various modes of private and commercial transportation within the region may be required.

**The statements contained in this position description reflect general details as necessary to describe the primary functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.**