

ASSISTANT CONTROLLER

POSITION SUMMARY

Reports to the Controller. Manages and/or performs all facets of the accounting cycle (A/P, A/R, financial reporting, management reporting). Reviews and writes financial statements. Manages audit, identifies audit issues and reviews and prepares audit and tax work papers. Reviews and prepares as necessary property budget line items. Manages subordinate accounting staff of one to two staff. Is primarily responsible for the Accounts Payable function including supervision of A/P Specialist and administrative role within Nexus Payables and Nexus Connect. Builds and fosters teamwork amongst the Accounting and Lease Accounting staff.

QUALIFICATIONS

- Education:** Bachelor's Degree or equivalent in Accounting. CPA certification or CPA candidate preferred.
- Experience:** Minimum of five (5) years accounting experience required. Real estate experience preferred. Public accounting experience preferred. Previous experience managing and developing subordinate personnel required.
- Skills:** Strong oral and written communication skills required. Computer literacy required to include proficiency in the MS Office Suite (Outlook, Word, Excel). Understanding of automated accounting systems required. Knowledge of MRI a plus. Knowledge of Nexus Payables a plus.