



## JOB DESCRIPTION FOR CONTROLLER

**REPORTS TO**

Director of Finance

**INTERESTED CANDIDATES APPLY TO**

Tricia Walthorn  
twalthorn@gillespie-group.com

**ABOUT GILLESPIE GROUP**

Our purpose is to create positive change in our communities through creative real estate solutions.

We look for teammates who are positive team players, knowledgeable, creative thinkers, and are driven and hardworking.

**ABOUT THE JOB**

Our Controller is responsible for directly supervising the accounting department, reviewing financial statements, preparing for audits, and assisting upper-level management with ad hoc financial analysis. This teammate also works closely with Operations in understand trends and variances.

The ideal candidate will have prior experience leading a team of accountants, possess a strong knowledge of generally accepted accounting principles, the ability to work independently and the ability to work with non-accountants at all levels inside our organization.

The ability to work under pressure, remain flexible, align priorities and meet deadlines is crucial to this role. Candidates also need to be resourceful, efficient, and professional. This role has access to confidential and sensitive information, which needs to be maintained at all times.

**ESSENTIAL FUNCTIONS: Essential duties and responsibilities may, but are not limited to, the following:**

- 1) Perform monthly close for 60+ entities, which entails reviewing and/or preparing monthly financial statements, variance reports and general ledger maintenance
- 2) Maintain loan documents, debt roll-forward schedule and covenant analysis for approximately 60 loans
- 3) Responsible for oversight of the annual budgeting process
- 4) Supervise the members of the accounting department, which consists of about five individuals, who perform accounts payable, accounts receivable, cash forecasting, financial reporting, payroll and bank reconciliation duties

Initial\_\_\_\_\_

- 5) Maintain knowledge of current accounting standards and practices
- 6) Work in conjunction with our external CPA firm to ensure timely filing/submission of all tax returns and audits reports.
- 7) Coordinates external audits and ensures timely financial reporting to third parties.
- 8) Assists the Director of Finance in monitoring and evaluating the performance of the accounting department, which includes recommending and implementing personnel actions, and growth and development opportunities.
- 9) Serve as the Company's accounting software "Super User" and provide support to other Associates.
- 10) Monitor cash flows, including forecasting cash needs for developments and identifying excess cash available for projects or distribution.
- 11) Additional duties as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Accounting or Finance required. The ideal candidate will have experience working as an Assistant Controller or, Controller; or experience working in Public Accounting. Industry experience within property management, real estate, construction is preferred but not required. Experience with MRI Accounting Software a plus.

Previous experience that provides the following knowledge, skills and abilities:

Knowledge of:

- 1) Basic knowledge of generally accepted accounting principles, financial accounting standards, general ledger and related accounting systems.
- 2) Financial Covenants and how they are calculated; perform covenant analysis
- 3) Strong interpersonal skills and professional demeanor.
- 4) Excellent oral and written communication skills.
- 5) Ability to manage multiple projects, prioritize and meet deadlines.
- 6) Ability to effectively manage a department of approximately five individuals
- 7) Proficient in all Microsoft Office applications.

Ability to:

- 1) Take responsibility and perform work utilizing independent judgment and initiative, making sound decisions and in developing solutions to problems.
- 2) Strong proven written communication skills to independently draft and format written business documentation.
- 3) Strong demonstrated knowledge of MS Office, including Word, Excel, PowerPoint and Outlook.
- 4) Ability to oversee accounting related functions for 60+ entities
- 5) Communicate clearly and concisely, both orally and in writing. Use independent judgment and initiative in interpret and follow oral and written instructions with attentiveness to detail
- 6) Assist with the efficient and lawful maintenance of official and confidential records and documents and discreetly handle confidential and sensitive matters; ability to maintain confidentiality.

Initial\_\_\_\_\_

- 7) Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis and probability statements. Controller must use the utmost discretion in all presentations/correspondence and communication for staff and management.
- 8) Ability to lead and motivate staff.
- 9) Tactfully and courteously respond to requests and inquiries.
- 10) Maintain effective working relationships with those contacted during work.
- 11) Communicate clearly and concisely with senior management.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work is primarily performed in an indoor office setting with extended periods at a computer, on the telephone, sitting or standing. Physical effort is needed to move, lift and carry files, records, office supplies and materials. Basic communication skills such as talking, seeing, and hearing are needed for frequent person-to-person contacts, and telephone usage. The nature of the work has frequent interruptions; contact with the public and clients requires strong communication skills. May be required to work beyond normal working hours.

**FAIR HOUSING ACT (“FHA”) / ANTI-DISCRIMINATORY LAWS & ORDINANCES:**

Under the FHA, state laws and many local ordinances, no individual shall be subjected to discrimination because of race, color, gender, religion, sex, handicap, mental or physical ability, age, sexual preference, familial status or national origin in the sale, rental or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions. Said another way, fair housing is the right of individuals to obtain housing of their choice without discrimination based upon the above-mentioned categories. The Gillespie Group expects each of its Associates to fully grasp and understand these anti-discriminatory policies and to adhere to these laws and ordinances in situations that are certain to occur in the ordinary course of business that the Gillespie Group provides to its clients. To that end, the Gillespie Group requires each Associate to periodically complete training courses on fair housing, landlord/tenant law and housing subsidy programs. Such training shall be paid for by the Gillespie Group and the Associate shall be compensated for the time either attending such training in person or via online courses.

THIS JOB DESCRIPTION MAY NOT BE ALL-INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTION AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

**SIGNATURES:**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

***Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.***

Initial \_\_\_\_\_

