



**ASSISTANT CONTROLLER -COMMERCIAL REAL ESTATE
(DALLAS, TX)**

COMPANY

Dallas-based, privately held commercial real estate development and investment management company with exceptional performance specializing in value-add and opportunistic real estate investments. With an entrepreneurial spirit and proven 30-year track record across several market cycles they have steadily built up a portfolio of 13 million square feet of industrial and office properties and 3,000 multifamily units located nationally.

OPPORTUNITY

The **Assistant Controller** will be based in our **Dallas, TX** office. This is an opportunity to assist in leading with the accounting and financial reporting for several investment entities, and includes analysis and cash projections. This position reports directly to the Controller – Commercial Properties. **Dallas area applicants only.**

RESPONSIBILITIES

The activities listed here are not all-inclusive; rather, they indicate the types of activities normally performed by this position. The successful candidate will be able to demonstrate core competencies in the following areas:

- Manage accounting team and financial reporting processes
- Review/Prepare monthly and quarterly financial statements
- Review annual budgets with Property Management
- Prepare and/or review reports to investors
- Preparation and analysis of financial statements portfolio entities
- Assist with preparation of annual budget and periodic reforecasts for portfolio entities
- Assist with annual external audits
- Assist with preparation of annual workpapers for tax accountants
- Monthly account reconciliations and analysis
- Calculate monthly/quarterly investor distributions
- Special projects and financial analysis, as requested

REQUIREMENTS/QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Undergraduate accounting degree required
- CPA or candidate preferred
- 7+ years accounting experience, preferably in multi-entity real estate environment
- Experience with CAM reconciliations and working with Property Management teams
- Experience at supervising and guiding staff accountants
- Strong knowledge of real estate accounting combined with analytical skills and financial modeling skills is needed

- Proactive and deadline sensitive
- Software: MRI (a plus), Word, Excel (a plus)
- Team player with strong interpersonal skills; can build effective relationships across departments and outside of the organization
- Must be able to work in fast paced environment with ability to effectively and efficiently manage multiple projects
- Exceptional written and verbal communication skills, including ability to articulate recommendations in concise and timely manner