Job Description for Controller
Department: Corporate Services  
Reports To: Chief Financial Officer  
FLSA Status: Exempt  
Supervises: Finance and Accounting Staff

Summary of Responsibilities
The Controller is responsible for directing the accounting staff and all accounting functions, internal management reporting for profit centers and corporate operations, financial reporting on tax and cash basis, budgeting and forecasting and managing the annual audit and tax compliance for all entities. The Controller is also responsible for the development and management of treasury functions.

Essential Job Functions
- Supervise accounting personnel
- Prepare rolling six-quarter cash flow and balance sheet forecast
- Final review and approval of monthly general ledger entries and financial statements for Al Neyer, Inc. and all related entities
- Financial analysis of transactions, partnerships and other ventures, including pro forma presentation of proposed transactions and entities
- Prepare consolidated financial statements at each quarter-end for distribution to the Board of Directors and lenders
- Review detailed land activity schedules, including pro forma development costs, relative sales value allocation of cost basis and recognition of NRV issues
- Manage fixed asset property and depreciation system, proactively determining depreciation methods and lives for tax and AMT
- Prepare overhead allocation and allocation of corporate cost of capital on a quarterly basis, periodically review allocation methods and revise if deemed appropriate
- Lead the annual audit and tax compliance process and relationship with external audit and tax service providers
- Lead annual entity filing requirements
- Lead in the preparation of the annual report and current value financial statements
- Identify and implement profit improvement opportunities
- Prepares charts, graphs and other materials - makes presentations to senior management, lenders and the Board of Directors
- Lead the annual operating budget process and quarterly analysis of variances and reforecast of operating results
- Manage capital budgeting
- Develop, implement and review performance of internal control procedures, including reconciliations, account analysis, documented approvals, etc.
- Evaluate credit risk of potential tenants and customers
- Identify and present relevant industry performance data to benchmark the financial performance of the Company
- Enhance cash management tools and processes (on-line access to accounts, automate transactions, improve efficiency of bank reconciliation process, etc.)
- Assist members of Executive team on special projects and other duties as necessary
- Administration/Implementation of commission and incentive compensation plans Employees may be asked to perform other tasks not listed in the essential job functions.
Position Requirements

- Broad knowledge and experience in real estate tax reporting
- Strong oral and written communication skills
- Excellent interpersonal and coaching skills
- Excellent computer skills in a Microsoft Windows environment
- Evidence of the practice of a high level of confidentiality and integrity
- Excellent organizational skills

Qualifications and Experience

- Experience as controller or public accounting manager in the real estate industry
- Bachelor's degree in finance or accounting
- Active participation in real estate industry organizations (NAIOP, CFMA, etc.)
- CPA is preferred

Physical Demands
Low physical effort required to sit, stand at files, bend, stoop, lift, and walk. Maximum unassisted lift is 35 lbs. Average lift is less than 10 lbs. Requires ability to use a keyboard and monitor. Also requires the ability to communicate verbally, both in person and on the telephone.

Environmental Requirements
Average inside office environment. Average office noise levels. No personal protective equipment is required. Ambient temperature is between 68F and 76F.

Applications can be sent directly to Molly North at mnorth@neyer.com