# Overview

AREA Real Estate is looking for a self-directed, outgoing, energetic accounting and finance professional that can lead and manage the company’s accounting function, loan portfolio, investor reporting, and other real estate partnership matters. The ideal candidate is personable with outstanding team building and communication skills and displays the ability to work cross-functionally within the firm’s real estate development, asset management, and property management functions. At least five years of experience from a top corporate accounting or real estate firm is needed for role. The Controller will report directly to the Principal and Founder, David Adelman.

AREA Real Estate focuses primarily on commercial real estate investments and developments in the San Antonio market. The company culture is fast paced with a flexible work environment that allows for significant autonomy, and the organization prides itself on a fairly flat corporate hierarchy with only eight office team members. AREA Real Estate is seeking a Controller that can thrive managing a rapidly growing portfolio through the ability to solve complex problems with advanced quantitative and forecasting abilities.

# Duties and Responsibilities

## Accounting

Establish and manage financial policies, procedures, internal controls, and reporting systems.

* Manages accounting functions for the company's general ledger, accounts receivable, accounts payable, fixed assets, payroll, and construction accounting.
* Provides financial and operational reporting including:
	+ Company income statement, balance sheet and cash flow statements
	+ Investor Reporting and Portfolio Performance Metrics
	+ Cash Flow Projections and Reporting
	+ Owner Personal Financial Statement Reporting
* Manages real estate partnership accounts including partnership equity calls and distributions.
* Works closely with Director of Asset Management to help guide property cash management decisions.
* Coordinates with the company's CPA firm to produce business and owner's tax returns.
* Manages compliance with federal, state, and local legal requirements by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, filing financial reports, and advising management on needed actions.
* Annual budgeting and forecasting of AREA's business and real estate operations.

## Finance

* Oversee and manage real estate loan closings.
* Monitor and manage real estate loan covenants and compliance.
* Lead entity tax evaluation.
* Prepares special reports by collecting, analyzing, and summarizing information and trends.

## Controller Qualifications / Skills:

* Experience developing management processes
* Accounting and reporting software expertise
* Budget expense control oversight
* Advanced financial modeling skills
* Ability to analyze disparate qualitative and quantitative information
* Advanced budgeting skills at property and entity level
* Portfolio performance management
* Advanced Yardi skills (preferred but not required)

## Education, Experience, and Licensing Requirements:

* Bachelor’s degree in accounting and CPA
* Public Accounting Experience
* Minimum 5 years’ experience in corporate controllership accounting/finance with real estate experience
* Experience with financial reporting requirements

## Work Location:

AREA Real Estate

1221 Broadway St #104

San Antonio, TX 78215