

CATELLUS DEVELOPMENT CORPORATION
POSITION DESCRIPTION

Position:	Controller
Reports to (Position):	Senior Vice President - Accounting
Employment Classification:	Exempt
Full-Time / Part-Time Status:	Full-Time Only
Salary Grade / Range:	250 / \$155,000 – \$215,000

GENERAL SUMMARY:

The Controller is responsible for the oversight and management of all activity under the assigned real estate portfolio consisting of various legal entities engaged in land development, commercial property management, corporate accounting and operations. These activities include maintaining and enforcing adequate controls, staff management and regular financial tracking and reporting. They will ensure budgeting and forecasting, job cost reporting and financial reporting are complete, timely, accurate and appropriately recorded, in accordance with the Federal Income Tax basis of accounting, including clear and appropriate documentation. The Controller will also prepare or review consolidated monthly, quarterly and/or annual reporting for internal and external parties, including investors, lenders, C-level management, tax consultants and auditors. The Controller should be comfortable with accounting for acquisitions and dispositions, and the recognition of gains under the percent of completion methodology. They should be able to read and understand contracts, including PSAs, development and service agreements, leases, etc. They are responsible for ensuring that the day-to-day operational support activities for the corporate entity, including accounts payable, treasury, and office management functions operate efficiently and effectively. Direct reports include the Senior Accounts Payable/Accounts Receivable Coordinator, Treasury Manager, Office Manager, as well as Accounting Staff and Managers whose time may be split on other real estate portfolios managed by other team members.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Oversee the month-end close process, including the review of all financial packages prepared, creation of the month-end closing calendar and ensure that all team members are clear as to the process and their responsibilities.
- Oversee and coordinate the year-end audit, the preparation or review of financial reports and all related footnotes and serve as the primary liaison with the Company's external auditors to ensure successful, timely completion of the annual audit.
- Manage the accounts payable process; ensuring invoices are properly reviewed, paid timely, accurate and appropriately coded for deductibility under the Federal Income Tax basis of Accounting. Investigate and implement solutions to increase payable efficiency.
- Monitor and provide detailed analysis of general and administrative expenses as well as portfolio performance on a quarterly and as needed basis for internal management.
- Oversee the development of annual budget and reporting plans as well as quarterly reforecasts and prepare the consolidated reforecast.
- Meet quarterly reporting deadlines for the portfolio's investors and work with the SVP – Accounting to determine appropriate income allocations and investor communications.
- Be able to forecast entity cash needs to ensure there are adequate funds to pay invoices, either through contributions or distributions within the portfolio.
- Oversee the percentage of completion when required, Ensure proper coordination with all members of Project Team.
- Responsible for the timely and accurate billing and recording of related party and 3rd party billings for corporate entities in accordance with the established agreements.
- Ongoing review and development of reporting processes and documentation, which may include coordination with the Yardi Administrator to create custom reporting, to meet management needs.
- Review and approve new vendors or changes to vendors in the accounting system, as needed.
- Research the appropriate accounting treatment for new and different circumstances and document conclusions and recommendations.
- Perform other functions and specials projects as needed.

SELECTION CRITERIA:

Candidates for this Position should hold the following qualifications and be able to demonstrate the following abilities to be considered as a suitable applicant. Please note that except where specified as “highly desirable,” all points listed below are considered minimum requirements.

Qualifications (Skills – technical and non-technical):

- Bachelor Degree in Accounting, Finance, Business or related field
- Minimum of 8 years of experience in financial/accounting role
- At least 3 years of experience supervising and managing a team of no fewer than 3 direct reports
- Strong process and controls knowledge
- Experience with real estate, development accounting, lease and property management accounting for multiple entities and properties
- Budgeting and forecasting experience
- Must have extensive knowledge of computers, Windows, Microsoft Office (Word, Excel, PowerPoint) and other applicable accounting software. Knowledge of Yardi Voyager a plus
- CPA License preferred

Abilities:

- Strong analysis and decision-making skills
- Ability to manage multiple projects and work well under pressure
- Ability to manage, train and mentor multiple staff members ranging from entry to manager level
- Self-starter with strong organizational skills and attention to detail and process
- Strong service orientation to internal customers
- Strong interpersonal, verbal and written communication skills and ability to communicate at all levels
- Ability to go to source documents and trace through transactions and contracts
- Ability to figure out complex transactions without significant amounts of direction

Please submit resume and cover letter to: jobs@catellus.com