



Chief Financial Officer – Job Description

EDUCATION & EXPERIENCE

- Bachelor of Science or Arts degree in accounting
- Minimum of 7 years of experience as CFO or C Level Finance Executive
- 5 years accounting experience in real estate development
- Current CPA license, MBA a plus but not required

SKILLS

- Familiarity with multiple accounting software systems, including Yardi
- Excellent knowledge of Microsoft Excel, Word, PowerPoint and Outlook
- Excellent negotiation and communication skills
- Well-versed in GAAP and pertinent tax principles
- Experience in budgetary controls in an investment environment
- Extensive financing background with particular experience in leveraged transactions and equity placements
- Demonstrated abilities to implement a treasury management solution
- Train and energize a cohesive accounting and finance staff

MAJOR RESPONSIBILITIES

- Treasury management
- Tailor financial reporting and EIS (Executive Information Systems) to provide focused financial and operating data
- Periodic review of key operating and reporting systems to ensure efficiency
- Develop and evolve analysis tools to evaluate operations and opportunities
- Maintain existing investment arrangements and evaluate future investment needs and vehicles
- Provide extensive input and analysis on transaction documents and reporting
- Develop effective and efficient resource planning tools
- Lead, coach, develop, and manage staff
- Develop and maintain all lending relationships
- Oversee all aspects of construction, bridge, mezzanine and permanent financing
- Manage interest rate risk and maturity of loan portfolio
- Oversight of loan compliance and reporting
- Responsible to compile quarterly and annual financial statements
- Responsible to oversee preparation and management of all state and federal tax reporting
- Lead all tax planning and forecasting including 1031 transactions