



POSITION TITLE: *Controller*

DRAFTED: January 2019

FLSA CLASSIFICATION: Exempt
REPORTS TO: Director of Finance

POSITION PURPOSE: The primary purpose of the Controller is to manage and direct daily accounting activities; ensuring that proper accounting and recording of company transactions are performed in an accurate and timely manner; and producing financial and other key reports for management.

POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

Essential functions include the following. Other duties may be assigned.

- Manage all accounting operations including billing, A/R, A/P, GL, depreciation, and revenue recognition on all parent company entities
- Prepare and track the annual The Annex Group LLC and other affiliated companies' budgets
- Prepare and publish timely monthly financial statements for all non-student housing deals
- Manage the construction draw process
- Assist with managing operational requests from the third party property management company
- Oversee and support month-end and year-end financial preparation process with third party management
- Research technical accounting issues for compliance with outside advisors
- Manage and comply with local, state, and federal government reporting requirements and tax filings for all entities
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Process payroll in a timely manner
- Ensure that periodic bank reconciliations are completed
- Provide reports related to project status to Annex Student Living Executive Team.

QUALIFICATION REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree from an accredited institution in accounting.
- CPA preferred.
- A minimum of five years of experience in real estate is preferred.