

Controller

NAI/Merin Hunter Codman, Inc. has an open **Controller** position in its corporate headquarters in West Palm Beach. NAI/Merin Hunter Codman, Inc. is a commercial real estate services and investment firm located in Palm Beach County, Florida. The firm was founded in 1992 and has nearly three decades of experience in acquisitions, development, dispositions, leasing, comprehensive property management and corporate services. The firm has strong knowledge and capabilities in all commercial property sectors from office and industrial to retail and land. Through its affiliates and affiliated managed funds, the firm provides real estate investment opportunities for qualified accredited investors. The firm is a member of NAI Global, the world's leading commercial real estate network with a presence spanning more than 55 countries around the globe.

Controller Responsibilities:

- Performs accounting and reporting duties for commercial properties.
- Assist in Mentoring a team of Staff Accountants:
- Prepare monthly financial packages for a portfolio of commercial properties, including assisting PMs with variance explanations, bank reconciliations, account reconciliations, journal entries, management fees, sales tax returns, and other items noted below.
- Review of Accounts Payable & Accounts Receivable.
- Manage property accounting functions, including
 - Annual CAM reconciliations
 - Annual Budgets
 - Monthly, quarterly, and annual lender reporting compliance
 - Monthly cash flow and distribution schedules
 - Lender Draw Packages
 - Acquisitions/Dispositions of assets
- Assist in review of Fund accounting, including fund consolidation, reporting, and property level review.
- Assist with preparation of corporate financials, and variance analysis.
- Prepare and pay monthly Worker's Comp payments.
- Assist in annual tax return reviews.
- Supervise and mentor accounting staff, providing guidance and support.
- Assist VP of Accounting with Yardi support, when necessary.
- Ability to analyze and question data for reasonableness, proper accounting, and consistency.
- Work with VP to identify and implement process improvements to enhance efficiency and accuracy.

- Ad hoc financial analyses as needed and directed by VP of Accounting, COO, and CEO.

Qualifications/Experience (full training will be provided):

1. Minimum five years of commercial real estate accounting experience required.
2. Minimum two years prior experience in mentoring/managing 2 or more employees.
3. In-office leadership position.
4. Bachelor's degree in accounting required, master's degree in accounting a plus.
5. CPA a plus.
6. Ability to work in a high intensity environment.
7. Excellent interpersonal skills, positive attitude.
8. Proficient in MS Office particularly Excel.
9. Proficient in accounting systems and familiarity with Yardi is a plus

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NAI Merin Hunter Codman is an Equal Opportunity Employer. Applicants are considered regardless of race, color, religion, creed, age, sex, pregnancy, family responsibility, national origin or ancestry, citizenship, marital status, sexual orientation, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability or any other protected characteristic in accordance with applicable law.