

Job Title: Senior Accounting Manager
Job Type: Full-Time; Exempt
Reports To: Senior Finance Director
Date: January 2019

COMPANY BACKGROUND

Real Capital Solutions is a highly entrepreneurial Real Estate Investment Company pairing active capital with an emphasis on street level solutions. As an active investment management company sources deals in value-add, opportunistic and high barrier to entry markets. RCS is solutions oriented real estate company that focuses on Acquisitions, Development and Management for highly complex and structured real estate opportunities. RCS has 30 years of operational and real estate expertise with returns that are in the top 5% of private equity real estate firms in the US.

SUMMARY

The Senior Accounting Manager is responsible for all property accounting functions for RCS' \$1.5B real estate investment portfolio, which consists of approximately 100 properties spread across different asset types including commercial, multi-family, development, and for-sale residential. Successful candidates will have an in-depth knowledge of commercial and residential real estate, and preference will be given to those applicants who have experience with job costing and development accounting.

RESPONSIBILITIES

- *Accounting*
 - Oversee the efforts of third-party property management accounting teams for the managed portfolio (~70% of the total portfolio).
 - Manage the construction and cost of sales accounting functions for the development, homebuilding, and condo portfolios (~25% of the total portfolio).
 - Manage the property accounting functions for internally managed commercial properties (~5% of the total portfolio).
 - Work with third-party property managers and equity partners to establish proper accounting and reporting after the acquisition of new properties.
 - Monthly review of property- and portfolio-level financial performance; lead monthly financial review meetings with Asset Management.
 - Review and submission of construction draws and supervise lien release requirements.
 - Monitor and analyze department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
 - Lead annual portfolio-level initiatives, including CAM calculations and reconciliations, property budgets, and year-end tax file preparation.

- Implementation and management of new reporting tools including consulting with Asset Management on needs and training of Accounting Team
- **Management**
 - Represent Accounting in department and asset management meetings
 - Manage the ongoing efforts of the staff through technical instruction and review of work product.
 - Support the Senior Finance Director with ad-hoc analysis of the portfolio.
 - Monitor and analyze department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
 - Supervise direct reports: establish annual performance goals and objectives; monitor and guide progress to enhance their professional development

QUALIFICATIONS

- Undergraduate degree in finance or accounting required
- Certified Public Accountant (CPA) or equivalent, or an advanced degree preferred
- Eight to ten years of progressive real estate accounting experience, with a minimum of three years of management experience
- Detailed understanding of commercial and residential real estate
- Experience with development and/or for-sale residential projects is preferred
- Proficient with MRI
- Excellent MS Excel skills and proficient in other MS products
- Strong attention to detail
- Strong organizational and communication skills
- Ability to manage several projects/tasks at one time

ESSENTIAL FUNCTIONS

1. Ability to comply with company rules and regulations.
2. Ability to communicate effectively and courteously with internal and external customers through two-way verbal and written communication (speech, hearing, and writing).
3. Ability to operate various office equipment including, computer, telephone, fax, copier, calculator.
4. Ability to work long hours.
5. Ability to write and see things in close proximity.
6. Ability to work independently and refer appropriate matters to supervisor when necessary.
7. Ability to comprehend written and verbal communication.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, and talk and hear. The employee is frequently required to sit when doing paperwork or answering emails; use hands or fingers to utilize computer. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY

Please apply by sending a cover letter, detailing your experience and salary requirements, and resume to jobs@realcapitalsolutions.com. Please enter "Senior Accounting Manager" in the subject line of your email.