

## **JOB DESCRIPTION: Director, Finance & Accounting**

The position requires frequent and proactive interaction, as well as effective communication, with various internal clients. These include construction and development project personnel, asset managers, the finance and investment group, the property management team, and accounting. Additionally, the role involves external client communication with banking representatives, legal, accounting and tax firm representatives, third-party owners, and other stakeholders associated with various accounting duties performed by Irgens. Reports to Vice President of Finance & Accounting.

### **FINANCIAL REPORTING & OTHER DUTIES:**

- Investment Management –
  - Review, prepare and analyze cash flow projections for owned portfolio to determine cash needs and uses.
  - Engage in creation and updates of proformas for prospective and existing investments. Collaborate with developers, financing and ownership to maximize investment performance.
  - Develop and update financial models to evaluate operating performance relative to investment goals and objectives.
  - Assist in analyzing potential acquisitions and dispositions
  - Prepare and review sales analyses to determine potential tax impacts and cash out to investors.
  - Analyze and evaluate Internal Rate of Return (IRR) and Net Present Value (NPV).
  - Analyze financial results, provide variance analysis, and report key performance metrics relative to budgets.
  - Provide analytical support, including lease analysis, capital payback analysis, NPV, market tracking analysis, and expense recoveries. Propose tax advantageous structuring to benefit ownership and investors. Review and suggest enhancements for legal documents within new and existing investments.
  - Communicate with investors as questions arise regarding investment performance, tax implications, etc.
  - Engage in discussions with outside accounting firm regarding a project's financial projections
  - Review loan documentation for existing and potential refinancing's.
  - Review and prepare loan covenant testing and reporting to lenders to ensure project compliance with loan terms.
- Corporate Accounting –
  - Utilize knowledge of current and future projects to assist in the development of Irgens Corporate income projection and cash flow assumptions.
  - Engage in periodic reviews/internal audits of owned portfolio financial statements.
  - Assist in quarterly tax planning utilizing income projections and how it flows through to ownership.
  - Evaluate departmental profitability
  - Assist with treasury management services and online banking processes.
  - Evaluate current processes and suggest enhancements.
- Project Accounting –
  - Gain proficiency with the construction draw process and property accounting software.
  - Review and enhance current processes to leverage software for automation where possible.
  - Prepare cost segregation study materials and workpapers for external accounting firms.
  - Assist with the construction draw process and reconcile development/construction costs.
- Other –
  - Review fixed asset addition and deletion information, coordinating with external accounting firms
  - Participate in departmental and other project or company meetings.
  - Assist with company budgeting processes and other analytical projects as needed.
  - Proactively seek and participate in additional projects and responsibilities as appropriate.

### **YEAR END PROCESSES & REPORTING:**

- Prepare and/or internally review year-end financial statement packages for tax return preparation.
- Assist in reviewing draft tax returns from accounting firms before finalization.
- Engage in all year-end accounting activities as required.

**DESIRED QUALIFICATIONS:**

- BS/BA degree in Accounting or Finance; CPA preferred.
- Minimum of 5 years of work experience in accounting or finance. A background in real estate is highly desired.
- Proficiency with software systems, including Microsoft Office, Yardi, MRI, Argus, and QuickBooks. The ability to learn new software systems quickly and proactively is essential. Experience with MRI and Yardi is strongly preferred but not required.
- Strong attention to detail and ability to meet deadlines. Exceptional communication skills.