



CONTROLLER

You are a high achiever looking to thrive in a fast-paced environment. You take pride in your own work but are comfortable collaborating with a team of highly motivated individuals. You can communicate professionally, clearly and concisely with teammates and clients, and you enjoy strong company culture and camaraderie. You can navigate multiple corporate functions, including all lines of service and corporate centers of excellence. You possess strong interpersonal skills and are willing to take on diverse tasks to achieve the team's common goal. You value personal and professional growth and are ready to take the next step in advancing your career.

Overview

As the Controller, you will oversee the accounting operations for the company and report directly to the President. You will have the overall responsibilities of all financials, budgets and reports while ensuring your accounting team actively participates in these daily activities in order to achieve the company's outlined goals. You will play a large role in formulating the company's budgets and ensuring that expenses are in line with projected revenue. Your duties will include, but are not limited to:

Responsibilities

Management

- Ability to deliver quality work on tight deadlines, with strong organization and priority setting skills
- Planning, directing, and coordinating all accounting operational functions
- Analysis, creation, and/or revision of departmental policies and procedures
- Maintain a system of controls over accounting transactions
- Maintain an orderly accounting filing system
- Hiring, training, and retaining skilled accounting staff
- Responsible for holding their team accountable in the completion of assigned tasks and following of APM policies and procedures
- Reviewing the work of the accounting team for accuracy and using their findings to finalize budget decisions.

Financial

- Demonstrate ability to understand financial goals and operate asset in owners' best interest
- Work in compliance with the company's financial policies and procedures
- Prepare monthly, quarterly and annual financial statements for owners, investors, and lenders
- Evaluate weekly cash analysis to determine payment of bill
- Monitor bank account activity and verify that bank reconciliations were completed properly
- Ensure that debt payments and utilities are made on a timely basis
- Assess and record tax and insurance accruals
- Prepare and follow through on reserve draw requests and receipt
- Manage the annual budget process and implementation
- Calculate variances from the budget and report significant issues to management
- Assist owners' CPAs in establishing balance sheet account balances for newly acquired properties



Financial Cont

- Assemble information for external auditors for selected properties
- Work with owners' CPAs to provide any necessary documentation
- Prepare lender required paperwork for periodic audits
- Review tax and insurance obligations and budget for necessary reserve transfers (added)
- Stay apprised of the local, provincial and federal tax laws and business regulations as to ensure the company operates financially within the appropriate parameters
- Accurately projecting the company's cash flow while properly allocating expenses within the forecasted budgets.
- Work along side external audit and third party vendors to support audits
- Planning, directing and coordinating the accounting operational functions
- Maintain, review and complete all general ledger reconciliation.
- Financial report analysis, investigating and resolving account discrepancies
- Review bank reconciliations Review, understand and assist in the payroll process
- Review working papers for quarterly and year end reporting
- Preparation of annual and monthly budgets and forecasts as required.
- Ensuring that AP and AR are making payments and collecting debts in a timely manner.

General

- Must be able to apply principles of logical thinking to define problems, collect pertinent data, establish facts and draw valid conclusions and initiate appropriate course of action
- Must effectively convey ideas, images and goals to a diverse group of personalities
- Participate in the transition of properties into and out of Rimrock Property Management services
- Maintain chart of accounts
- Represent the company in a professional manner
- Perform any additional duties or tasks as assigned by the President

Skills

- Customer Focus
- Communication
- Stress Management
- Teamwork
- Time Management
- Adaptability/ Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgement
- Planning and Organizing
- Problem Solving
- Result Focus



Skills Cont

- Accountability and Dependability
- Ethics and Integrity
- Mediating and Negotiating
- Providing Consultation
- Leadership
- Coaching and Mentoring
- Staff Management
- Enforcing Laws, Rules and Regulations
- Mathematical Reasoning
- Development and Continual Learning

Qualifications

- Bachelor's degree or equivalent in accounting
- CPA, CMA or MBA preferred
- Minimum 5 years of property accounting experience
- Skilled in use of computer and software, including Word, Excel, Outlook, PowerPoint and accounting systems
- The need to be adaptable to change direction and focus as necessary
- The ability to balance communication between effectively listening and talking, speaking and writing clearly and accurately, influencing others and keeping others informed
- Being service focused by possessing a positive attitude and the ability to keep matters of concern under wraps where needed
- Being detail oriented to examine documents for accuracy and completeness
- Being results focused to overcome obstacles to achieve desired results while prioritizing workload
- Previous experience with Yardi Breeze (or similar software) to maintain database integrity and accuracy

Our Equal Opportunity Commitment

Rimrock Property Management Ltd. practices as an equal opportunity employer in all service locations. We are committed to building and maintaining a workforce diverse in experience, skills and knowledge with uniformity in service excellence, commitment and integrity.

The firm maintains a strict policy to ensure employment opportunities are equal and do not discriminate based on race, color, religion, creed, age, sex, gender, gender identity or expression, sexual orientation, national origin, citizenship, disability, marital and civil partnership/union status, protected veteran or military service status, or any other elements protected by law.