

Job title: **Assistant Controller**
Reports to: **Controller**

As an Assistant Controller for a property management company, you will play a key role in financial operations and reporting. Working closely with the Controller and the property management team, you will ensure accurate financial records, assist in budgeting and forecasting, and contribute to the overall financial health of our clients and owners.

Key Responsibilities:

Financial Operations:

- Assist in the preparation and analysis of financial statements, including balance sheets, income statements, and cash flow statements.
- Oversee accounts payable and accounts receivable processes, ensuring accurate and timely recording and reconciliation.
- Manage the month-end and year-end closing processes, including journal entries, accruals, and reconciliations.

Budgeting and Forecasting:

- Assist in the preparation of annual budgets, working closely with the property management team to gather necessary information and ensure accuracy.
- Monitor budget performance, identify variances, and provide insights to support decision-making and cost management.

Financial Reporting:

- Prepare accurate and timely financial reports, including variance analyses and management reports.
- Support the Controller in the preparation of financial packages for stakeholders, including owners, investors, and lenders.
- Assist in the coordination of annual audits and provide necessary documentation to auditors.
- Ensure compliance with accounting principles, industry standards, and regulatory requirements.

Internal Controls:

- Assist in the development and maintenance of internal control procedures to safeguard assets and ensure financial integrity.
- Review and recommend improvements to accounting processes, policies, and systems to enhance efficiency and accuracy.
- Collaborate with the property management team to implement and monitor internal control measures.

Team Collaboration:

- Collaborate with the property management team, providing financial insights and support for decision-making.
- Coordinate with other departments to gather financial information and ensure accurate recording and reporting.
- Mentor and train junior staff members, promoting their professional growth and development.

Key Competencies:

- **Financial Acumen:** Possessing a solid understanding of accounting principles, financial statements, and financial analysis. This includes knowledge of budgeting, forecasting, financial reporting, and internal controls.
- **Analytical Thinking:** The ability to analyze complex financial data, identify trends, and provide meaningful insights. Strong analytical skills are crucial for budgeting, forecasting, variance analysis, and decision-making support.
- **Attention to Detail:** Being meticulous and detail-oriented in financial record-keeping, data analysis, and reporting. An Assistant Controller must ensure accuracy and reliability in financial statements, reconciliations, and documentation.
- **Problem-Solving:** Demonstrating a proactive approach to problem-solving and the ability to identify and resolve financial issues effectively. This includes addressing discrepancies, implementing process improvements, and identifying cost-saving opportunities.
- **Communication Skills:** Having excellent verbal and written communication skills to effectively communicate financial information to various stakeholders, including executives, colleagues, and external parties.
- **Leadership and Teamwork:** Demonstrating leadership skills and the ability to collaborate effectively with cross-functional teams. An Assistant Controller often works closely with the Controller, accounting staff, and other departments, requiring strong interpersonal and teamwork abilities.
- **Time Management:** Demonstrating strong organizational skills and the ability to manage multiple priorities and deadlines.
- **Adaptability and Continuous Learning:** Being adaptable to changing business environments and industry trends. Staying updated on accounting standards, regulations, and best practices through continuous learning and professional development.

The above noted responsibilities and skills are not a comprehensive list and additional tasks may be assigned from time to time, based on the needs of the business.