

## JOB DESCRIPTION

**Title:** Fund Controller

**Location:** Detroit, MI

**Summary of Responsibilities:** Responsible for accounting and financial components of written communications to investors and/or internal staff. Maintains fiscal records relative to the company's real estate portfolio(s)/fund(s). Provides input for analysis relative to portfolio/fund transactions.

### **Essential Duties and Responsibilities:**

- Oversee all annual and quarterly reports and financial statements, distribution notices, and month-end and quarter-end workpapers for fund partnerships, joint ventures, and underlying investments. Review financial statements in accordance with GAAP (fair value or historical cost accounting, as applicable) and analyze variances. Prepare and distribute all financial reporting packages to investors and senior leaders.
- Prepare quarterly valuation and forecast schedules. Participate actively in discussions regarding forecast and valuation assumptions. Responsible for incorporating approved valuation results into the financial statements and liaise with investors and auditors regarding the results.
- Ensure waterfall calculations, property-level actuals, and performance returns are complete and accurate.
- Act as the main point of contact with external CPA firm for the annual audit as it relates to fund and investment responses and reporting. Upon audit completion, perform a final review of tax returns for accuracy.
- Assist in the preparation of lender debt compliance reporting requirements.
- Review and approve the monthly draw submission to lenders on all development projects.
- Ensure the company maintains a complete set of accounting books and records in connection with the company's record retention policy.
- Reply to ad hoc investor requests, as needed.

**Qualifications:** These requirements represent the education, knowledge, skill, certifications/licensure and/or ability required to perform the job satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties noted above.

- Requires 5 to 10 years of relevant experience. Tenure with private equity real estate fund is preferred. Bachelor's degree in Accounting or Business. CPA preferred, but not required.
- Experience with Fair Value Accounting, Partnership Financials, previous experience with REIT helpful.
- Strong understanding of accounting principles.
- Experience in acting as liaison between internal and external auditor
- Experience generating financial statements, IRR, NPV, and partner allocations.
- Ability to read, analyze, and interpret correspondence and business reports.
- Ability to read and comprehend complex legal documents.
- Ability to deal with employees in a professional manner utilizing good interpersonal skills.
- Ability to problem-solve, research, and follow up through resolution.
- Understanding of Argus real estate analysis software preferred.
- Advanced Excel and data entry skills required.
- Must be punctual and complete assignments within expected time frames. Expected to display initiative and be proactive.
- Valid state driver's license required.

### **Characteristics Required:**

- Adaptability, flexibility, and champion of change for improvements and efficiencies.
- Ability to build teamwork with good communication skills.
- Commitment to quality results; customer focused.
- Dependability, integrity, and willingness to learn.
- Proven time management skills.
- High degree of professionalism.