

## Job Specification Regional Controller

<b>Company Description</b>	RealManage is a property management firm that manages over 300 community associations from under 100 units to over 7,000 units in Arizona, California, Colorado, Florida, Louisiana and Texas, including homeowner associations (HOAs), condominium associations, cooperatives, luxury high-rises, municipal utility districts and large master-planned communities.
<b>Work Location</b>	Addison, TX
<b>Title</b>	Regional Controller
<b>Reports to</b>	Dir. Of Accounting Services Group
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Journal entries and month-end close process</li> <li>• Annual budget preparation and monthly budget variance analysis</li> <li>• Bank reconciliations</li> <li>• Preparation and delivery of all financial reports on a monthly basis</li> <li>• Reviewing and approving A/P</li> <li>• Analyzing monthly assessment revenue, Account Receivable balances and Bad Debt</li> <li>• Cash management</li> <li>• Working closely with regional branch management</li> <li>• Answering financial questions</li> </ul> <p>Interaction with Developers and builders to manage periodic funding needs and reporting requirements</p>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Accounting degree (4-yr)</li> <li>• 3+ years experience as a Senior Accountant, Accounting Manager or Controller with financial statement preparation experience.</li> <li>• Real Estate or outsourcing industry experience (2+ years of recent experience) a plus, including multi-entity experience</li> <li>• Ability to multi-task</li> <li>• Demonstrated experience with A/R, A/P, G/L, financial reporting and cash management</li> <li>• Hands on experience with a mid to upper tier accounting software package</li> <li>• Demonstrated experience with a systems conversion and balance transfer</li> <li>• Exceptional computer skills (power user)</li> </ul> <p>CPA / CPA Candidate/ graduate degree a plus</p>
<b>Benefits Summary</b>	<ul style="list-style-type: none"> <li>• Health and Dental Insurance: Blue Cross Blue Shield</li> <li>• Life Insurance – Ft. Dearborn Life</li> <li>• 401(k) Program</li> </ul>