

Assistant Controller (Holmdel, NJ)

Real Estate Developer/Residential Home Builder is looking for an Assistant Controller to join our finance team. The successful candidate will have an Accounting or Finance Degree and 3-5 years of accounting experience. Salary is commensurate with experience. Excellent benefits package.

Please fax all resumes to 646-723-3761.

Essential Functions-

- Responsible for assisting the finance department in creating and reviewing accurate financial records for all properties and entities.
- Book, record and reconcile acquisitions, financings and operating activity
- Preparation and coordination of month end and quarter end close reporting
- Assist CFO with providing corporate executives and partners with accurate and relevant management and financial information.
- Assistance with all facets of the projection/budgeting process for residential home building and property management.

Competencies

- Experience with partnership accounting and taxation
- Proficiency in electronic accounting systems
- Experience with MRI, Argus or similar software a plus
- Strong Microsoft Excel skills
- Accounting experience in a real estate environment. Home Building/Commercial Property Management.
- Exceptional planning and organizational skills with the ability to prioritize and carry critical projects to completion
- Collaboration skills and a positive attitude