

Controller

Company Overview:

Headquartered in Bryan/College Station, Texas with offices in Houston and San Antonio. Oldham Goodwin Group, LLC, is a fully integrated commercial real estate firm offering comprehensive brokerage, development, management and advisory services throughout the state, specializing in retail, office, industrial, land, multifamily and hospitality property types.

Position Overview:

The Controller is accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system for accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles. The Controller oversees the Accounting Department and will manage a large group of departmental accountants as well as the Accounts Payable / Accounts Receivable division within the accounting department.

Responsibilities/Duties:

- Manage accounting operations of commercial, multi-family, hospitality and development divisions, and oversee the accounting staff;
- Assure consistent, accurate and timely recording of all transactions by implementing disciplines of internal audits and policies and procedures across all departments;
- Develop, improve, and issue timely monthly third party accounting financial records for 75+ client and owner entities. The production of financial statements are done through supervision as well as some individual effort;
- Treasury management oversight of all accounts;
- Oversee administrator roles for three accounting systems;
- Provides assistance to department management for establishing and entering annual budgets;
- Supports and performs all other related duties/projects/reports as assigned by the CFO;
- Oversee the process of issuing 1099's for all managed entities;
- Lead monthly accounting meetings;

- Perform annual reviews of staff members;
- Perform other duties as assigned to meet business needs.

Qualifications:

- BA or BS from a four-year college or university or related work experience;
- 5 to 7 years in managing an accounting department (or similar staffing). Real estate / hospitality accounting experience a plus;
- CPA designation;
- Experience supervising team of accountants. (Currently 7 team members);
- Extensive knowledge of generally accepted accounting principles;
- Excellent communication skills. Skilled at establishing effective relationships with vendors and internal partners; Promote openness, trust and confidence within your department;
- Requires effective reading, writing and oral comprehension and the ability to resolve relational issues;
- Maintain effective communication with various department heads;
- Strong analytical and reasoning skills with excellent problem solving skills;
- Ability to multitask efficiently;
- High degree of integrity, responsibility and initiative;
- Knowledge of or ability to learn property management and development accounting processes, including the use of specialized accounting software;
- M3 Accounting, OneSite Accounting (RealPage) & Analytics Software a plus;
- Audit experience and/or governmental regulation experience (ie: HUD) is also a plus.