

Linear Retail Properties LLC

Controller

Job Description

Company

Linear Retail Properties is a leading acquirer, owner, developer and operator of retail properties in New England with a focus on eastern Massachusetts, southern New Hampshire and eastern Rhode Island. Linear owns 89 retail properties including convenience-oriented strip shopping centers, specialty storefront retail in select downtown neighborhoods, smaller, well-located centers in dominant retail destination corridors, net leased single tenant retail properties and urban retail condos. The Company employs approximately 21 professionals. Property accounting is outsourced to a third party property manager.

Summary

We are seeking a results-driven Controller to join our company. The position reports to the Senior Vice President of Accounting & Finance and oversees the day-to-day accounting at Linear Retail.

Responsibilities

We are searching for an individual who possesses a sharp attention to detail and organizational skills. He/she will have impeccable integrity and the highest quality standards. The primary job responsibilities are as follows:

Accounting & Reporting

- Oversee monthly, quarterly, and year-end closing process including the consolidation of property and corporate activities.
- Review, preparation, and delivery of quarterly report to capital partners.
- Oversee development project requisition process and review deliverables.
- Oversee corporate general ledger and the fixed asset database.
- Oversee and record the accounting and reporting of real estate acquisitions, dispositions, and financing transactions.

Audit & Tax

- Prepare annual audited financial statements and update related footnotes.
- Oversee preparation of annual financial audit request items.
- Prepare annual tax compliance request list items.
- Prepare & provide biennial internal audit request items.

Cash/Equity

- Ensure completion and review of monthly corporate bank account reconciliations.
- Review of excess cash calculations; recommend member distributions.
- Review major capital calls, tracking & communications.
- Maintain members' equity schedules.
- Review investor earmark schedules.

- Oversight of corporate accounts payable.
- Monitor and analyze property accounts receivable & recommend reserves.

Other

- Responsible for administration and management of payroll, benefits, recruiting and new employee on-boarding administration.
- Monitor, analyze and report on debt covenant compliance.
- Oversee and collaborate with third party property manager's accounting team.
- Collaborate with Linear's Asset Management, Leasing, Acquisitions and Construction departments.
- Proactively monitor and ensure compliance with internal controls, policies & procedures.
- Prepare annual corporate G&A budget.
- Special projects, as needed.

Requirements

- B.S. Accounting required. CPA preferred.
- 10+ years of real estate industry experience preferred.
- Experience with fair value accounting for real estate strongly preferred.
- Experience with accounting systems migration and implementation desirable.
- Proficient with MRI, Yardi or other real estate accounting software. Experienced Microsoft Excel and Access user.
- Excellent organizational, problem-solving, and communication skills.
- Collaborative, team player with a strong work ethic.