

Linear Retail Properties LLC
Director of Accounting
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 62 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 condominiums. Property accounting is outsourced to a third-party property manager. The company is backed by a multibillion-dollar investor who has been invested in Linear Retail Properties for over 22 years. As such, capital formation is extremely stable.

Summary

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

This is an excellent opportunity for a strong accounting professional to gain experience in a variety of accounting and finance areas including consolidations, tax, financial reporting, loan compliance, system implementations, and process analysis and redesign. We are looking for a professional, collaborative team player with a strong work ethic to join our organization. Linear's culture is entrepreneurial, and the successful candidate should be able to think on their feet, be adaptable, and be able to work with all areas of the company.

This is a great opportunity for someone with the desire and career aspirations to work hand-in-hand with the leader of the Accounting and Financial Management department, as well as with other senior company leaders.

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 standards. The primary job responsibilities are as follows:

Accounting & Reporting

- Complete the monthly, quarterly, and annual close processes, including the consolidation of property and corporate activities, to meet reporting deadlines to financial partners.
- Review, preparation and delivery of quarterly reports to capital partners.
- Oversee corporate general ledger.
- Prepares financial information as required to meet internal and/or external reporting needs.
- Implement and maintain processes for accounting systems, accounting controls, and document retention.

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.
- Work closely with Big 4 audit team on all matters of annual audit.

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 commitment schedules.
- Oversight of corporate accounts payable.

Other

- Responsible for administration and management of payroll, benefits, recruiting, and new employee on boarding.
- Proactively monitor compliance with internal controls, policies & procedures.
- Perform annual internal control review of critical vendors.
- Monitor, analyze and report on debt covenant compliance.
- Collaborate with third-party property manager's accounting team.
- Collaborate with Linear's Asset Management, Leasing, Acquisitions/Dispositions departments.
- Onboard new property loans.
- Prepare annual corporate G&A budget.
- Participate in the oversight and management of company general ledger system. Assist with system upgrades and implementation of new modules.
- Participate in other process automation projects.
- Special projects, as needed.

Desired Education

- Undergraduate or master's degree in accounting.
- Certified Public Accountant, preferred.

Required Skills, Capabilities, and Experience

- Public accounting background, preferred.
- 5-10 years of industry experience.
- Experience with pass-through entity investment companies. Experience in real estate a plus.
- Experience in, and strong understanding of, internal controls.
- Experience with accounting systems migration and implementation is desirable.
- Experience with MRI, Yardi or other real estate accounting software required.
- Technological interest and aptitude, including expert-level Excel skills.
- Motivated individual, intellectual curiosity.
- Ability to manage sensitive information with discretion and strict confidentiality.

- Ability to multitask and prioritize workload to meet established deadlines and performance standards.
- Excellent organizational, problem-solving, and communication skills.