



Company: Tarragon L.L.C.
Position: Assistant Controller
Reports To: Controller
FLSA Status: Exempt
Position Location: Seattle, Washington

POSITION SUMMARY:

The Assistant Controller will partner with the Controller to provide overall day-to-day leadership and oversight of the accounting practices, policies, procedures, and information systems for the Company. This position will also provide full cycle accounting for multiple entities. This role involves general accounting, job costing, budgeting, and preparation of financial statements. This position works closely with Development Managers to ensure timely, accurate job costing and budget projections, prompt submission of draw requests, and payments to contractors and consultants.

POSITION RESPONSIBILITIES:

The Assistant Controller's job responsibilities shall include, but not be limited to, the following:

- Assist in providing leadership and guidance to Development Accountants on unusual or complex accounting matters, including equity buy-ins/buy outs, entity restructures, 1031 exchanges, FMV calculations, cost segregations and other studies, depreciation, and preparation of annual federal income tax input forms.
- Provide proactive communication and decision support to staff and facilitates cohesive working relationships.
- Refine and implement financial controls used by management and accounting personnel including the documentation thereof.
- Review processes and recommend and implement efficiencies, including ways to take advantage of functionality within Yardi System. Assist Controller with automating accounts payable process.
- Interface with IT department and Development Managers regarding Yardi accounting software.
- Maintain general ledger and prepare monthly financial statements and work paper support for each balance sheet account, including FMV reporting quarterly.
- Prepare monthly loan draws for development projects and manage funding process.
- Compile monthly projection report for projects under development with information from Development and Construction Managers.
- Prepare quarterly capital requests, if necessary.
- Manage cash flow and accounts payable to ensure all payments are on time, particularly loan payments, property taxes, LID, and other municipal (tax) payments.
- Prepare annual federal income tax input forms for assigned entities.
- Review invoices to ensure billing is accurate and complies with contract requirements.
- Work closely with Development and Construction Managers to correctly record job cost.
- Assist Development Managers in preparation of entities' quarterly reports, annual asset plans, and budgets.
- Preparation of complex reconciliations as required.
- Understand each entity's ownership and financing structure.
- Assume additional responsibilities and perform special projects as needed or directed.



REQUIRED EXPERIENCE AND ABILITIES:

A successful candidate will possess the following experience and attributes:

- Position requires a bachelor's degree in Accounting with CPA preferred and a minimum of 7 years related accounting experience, including progressive responsibilities, process refinement and implementation, and training experience.
- Thorough knowledge of accounting principles and procedures.
- Ability to read and interpret corporate operating agreements, loan documents, consultant and construction contracts, and commercial leases.
- Strong analytical and creative problem-solving skills.
- Construction and/or development accounting, job costing experience required.
- Highly proficient in accounting software, Yardi experience preferred.
- Proficient in Microsoft Office suite.
- Multi-entity accounting.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Outstanding oral and written communication skills.
- Excellent interpersonal skills.
- Customer oriented.
- Collaborative team player.
- Detail, deadline, and results oriented.
- Proactive thinking.
- Professional in all interactions.

HOW TO APPLY:

If you are interested in being considered for this position, please submit the following materials to jobs@tarragon.com:

- Resume
- Cover letter

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity, marital or veteran status, or any other legally protected status.

Tarragon will require all employees to be vaccinated against COVID-19. This requirement extends to all exempt and nonexempt employees. Proof of full COVID-19 vaccination by time of hire is a condition of employment – not a condition of applying or interviewing for jobs with Tarragon.