



Controller Position Description

Position Title:	Controller
Department:	Operations
Reports to:	CFO
Salary Range:	Depending on experience
FLSA Status:	Exempt

The Research Triangle Foundation of North Carolina, the owner and developer of The Research Triangle Park, seeks a Controller to support the Research Triangle Foundation and associated entities. Candidates must have the ability to work independently or as part of a committed team and be dedicated to creating a quality product. The position will provide oversight for accounting as well as oversee human resources for the organization. The position is full-time permanent.

Duties and Responsibilities

Accounting

- Manage and provide direct oversight of the Finance, Accounting and Human Resources operations for the Foundation and its subsidiaries (7 legal entities) to include all accounting in general ledger, monthly close, internal and external reporting and financial audits in compliance with GAAP
- Partner with the CFO to provide financial reports to analyze performance for reporting to the Boards and Committees within the organization and subsidiaries
- Responsible for cash flow projections and cash management of all entities for one, three and five year outlook
- Provide oversight of work completed by the Accounting team: accounts payable, accounts receivable, cash receipts, journal entries and month end schedules for all entities (high level of technical accounting expertise needed)
- Lead annual fiscal year audits to ensure the audit process is smooth and the accounting team has adequate time to prepare for the audits
- Lead tax return preparation to ensure all returns are accurately prepared and reviewed before submission to the appropriate reporting authority (990, 1099-R, K-1, etc.)
- Responsible for oversight of the annual budget process for all entities and for ongoing efforts to control budgets for all entities
- Provide oversight for the Foundation's investment portfolio; monitoring and accounting
- Conduct meetings (monthly) with property management to review status of current and future construction contracts, tenant issues, vendor management and other projects
- Implementation and management of cost accounting procedures for construction, tenant improvements and land development projects
- Management of all executed tenant leases, CAM and OpEx reconciliations, and tenant rent increases
- Monitor debt levels and maintain compliance with debt covenants
- Maintain a documented system of accounting policies and procedures and an orderly accounting filing system
- Maintain a system of controls over accounting transactions

- Organize and oversee quarterly budget meetings
- Review payroll prior to submission for processing and serve as backup for payroll processing
- Comply with local, state and federal government reporting requirements
- Lead, promote the professional development of the accounting team
- Perform other duties as required or as requested

Human Resources

- Prepare, maintain and/or update employment records related to new hires, changes and terminations
- Manage all new employee recruitment and screening to include listing job postings, screening resumes, conducting initial interviews of qualified candidates for openings
- Protect organization's value by keeping information confidential
- Serve as liaison between benefit companies and RTF employees
- Oversee the annual performance review process
- Maintain job descriptions and develop a system for keeping descriptions updated
- Maintain the Employee Handbook and policies and develop revisions when needed
- Assist staff in answering benefit programs questions
- Maintain and keep current with human resources compliance
- Develop a retention policy to store files
- Other duties as assigned

Organizational Relationships:

Reports directly to the Chief Financial Officer. Works closely with management team on following Human Resources policies and procedures.

Required Qualifications:

- Requires a Bachelor's degree in accounting
- Requires a minimum of seven to ten years related experience in: real estate construction and development, not for profit, economic development, commercial office leasing industries, real estate purchase and sale contract review and associated accounting, commercial lease review and accounting, land development cost accounting, investment oversight and accounting, entity structuring, construction finance accounting, banking and cash management experience, multiple entity environment, managing insurance policies and risk assessment, consolidated financial accounting and reporting, working with board of directors and committees
- Real Estate experience preferred (Yardi Voyager Accounting Software – fixed asset module, advanced forecasting module, etc.)
- CPA and Public accounting background preferred
- Strong GAAP and technical experience
- Strong communication skills and ability to present financial statement reports to Boards and/or Board Committees
- Personable team player with the ability to work with all employees at all levels
- Strong problem solving and organizational skills
- A good working knowledge of Human Resources policies and procedures is highly preferred.

Physical Demands:

- Ability to communicate orally with customers, vendors, management and other co-workers; regular use of the telephone and e-mail for communication is essential
- Sitting for extended periods is common; hearing, vision and speaking within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents
- Good manual dexterity for the use of common office equipment, such as computer terminals, calculator, copiers and fax machines

Work Environment:

The job is performed indoors in a traditional office setting. Activities include extended periods of sitting, occasional fast paced events and extensive work at a computer monitor.

Qualifications/Resume Submittal

If interested in applying, please send cover letter and resume to:

The Research Triangle Park
Attn: Human Resources
12 Davis Drive
P.O. Box 12255
RTP, NC 27709

or via e-mail to humanresources@rtp.org. No phone calls, please.