

Division Assistant Controller Search

Title: Division Assistant Controller

Location: Portland, Oregon

Reports To: Division CFO

Organization: Real Estate

Position Purpose & Responsibilities

Assist in managing all aspects of the division's historical reporting, budget and financial projections. Involved in the fiduciary responsibilities, business process improvement and challenging the thinking /decisions of the entire management team.

Essential Duties and Responsibilities

- Fiduciary responsibility of enforcing the operation procedures and policies of the Corporate HQ.
- Assist in the development of policies and procedures.
- Report financial results in conformity with GAAP
- Understand all aspects of computerized accounting system
- Maintain accurate budget to reflect out contractual or estimated contractual liabilities
- Support Division Controller as requested in preparation and reliability of all financial projections
- Responsible for all Banking activities, as delegated
- Supervisor 1 or more in the accounting department.

Education and/or Experience

- Real estate development or construction industry experience a plus (3+ years)
- Strong analytical and problem solving skills.
- Strong attention to detail.
- Ability to multi-task, work under pressure and meet deadlines.
- Demonstrate increasing responsibility in finance, accounting and operations.
- Advanced MS Excel skills.
- Experience with J D Edwards a plus.

- BA in Accounting or Business with a finance focus
- Advanced degree preferred
- Management experience

Certificates, Licenses, Registrations

CPA or CMA preferred but not required.

For consideration and additional information please contact:

Kim Finch Cook Executive Recruiter, Inc. www.kfcook.com

kim@kfcook.com (425) 882 3000