



Title: Portfolio Controller
Direct Report: Chief Financial Officer
Indirect Report: n/a
FLSA Status: Full-Time Exempt

About Us:

Camber Property Group is a leader in affordable housing development. We are focused on the construction and preservation of affordable housing in the New York City metropolitan area and the greater Northeast. Our mission is to provide thoughtful, community-oriented housing solutions which combine the needs of local stakeholders and private partners. Our core belief is that in doing right by partners and stakeholders, we can solve problems, create healthy communities, and have fun doing so.

Job Summary:

The **Portfolio Controller** will be responsible for managing property accountants to ensure proper accounting and reporting for each of Camber's operating assets. This position will report to the CFO and will serve as the liaison between third party property accountants, Camber's Asset Management team, auditors, and tax preparer. He or she must possess solid communication, analytical, financial management, and accounting skills.

Position Summary

- Manage 3rd party property accountants to ensure timely and accurate preparation of monthly financial statements (i.e., Income statement, balance sheet), and actual to budget variance commentary.
- Act as a liaison between 3rd party property managers and Camber's Asset Management team, on all property level accounting matters.
- Review and confirm integrity of monthly financial reports, ensure accuracy under GAAP, and ensure reports are prepared in accordance with applicable policies and procedures.
- Coordinate with Asset Management team and CFO on the distribution of month-end reporting packages to upper management and investors.
- Prepare analysis and respond to investor inquiries related to property financials
- Manage and coordinate with auditors for audit testing and year end audit, inclusive of the review of financial statements and footnotes.
- Prepare semi-annual re-forecasting and annual budgeting in coordination with Camber Asset Management team and property accountants.
- Assist property accountants with operational transactions and issues that arise.

- Manage lender compliance and reporting.
- Review draft closing statements inclusive of proration calculations and manage post-closing true-ups.
- Coordinate with property accountants to prepare journal entries related to capital activity (e.g., acquisitions, dispositions, refinancings)
- Prepare year-end workpapers for outside accountant's tax preparation.
- Manage and oversee the RealPage investment reporting environment. Ensure all information is being inputted accurately and correctly.
- Supervise and develop accounting personnel as assigned.

Required Experience:

- 5 or more years of related accounting experience. Preferably audit experience.

Desired Experience

- Well versed in US GAAP.
- Familiarity with US Tax regulations.
- Prior experience in chart of account mapping.
- Prior experience in accounting for real estate capital activity (e.g. acquisitions, dispositions, refinancings).
- Experience reviewing purchase and sale agreements, partnership agreements, closing statements and loan documents a plus.
- Experience in affordable housing a plus.

Qualifications

- Bachelor's degree in Finance/Accounting or related subject required.
- Advanced degree is a plus.
- Candidates with Certified Public Accountant (CPA) qualifications will have an added advantage.
- Demonstrate a strong knowledge and application of Generally Accepted Accounting Principles.
- Advanced Excel knowledge.
- Proficiency with Yardi Voyager is a plus.
- Familiarity with RealPage AIM or similar investment reporting system is a plus.
- Hands-on accountant with attention to detail, able to communicate effectively to various parties and work independently.
- Possess a fiduciary perspective in accounting, reporting, and asset management.
- Analyze and interpret various types of data in order to draw conclusions and solve problems.
- Self-motivated and detail-oriented individual with high level of initiative.

Work Environment

- This job operates primarily in an office environment but may occasionally require travel offsite to property accountant and property management office.

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- Communicate and converse, maintain a stationary position (standing or sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods.
- Routinely use standard office equipment.
- Occasionally push and pull items weighing 15 pounds or less.
- The ability to follow written and oral instructions and procedures.

Affirmative Action (AAP/EEO statement)

Camber is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sex, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer

While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.

Seniority Level Mid-Level	Employment Type Permanent: Full-Time and flexibility to work remote
Industry Real Estate Affordable housing development	Job Functions Accounting/Finance
FLSA Exempt	Compensation Based on experience

How to Apply

For immediate consideration, please submit your resume to jobs@camberpg.com. NO phone calls please.