

Controller – Real Estate

POSITION TITLE: Controller

PURPOSE OF POSITION:

This position is responsible for corporate accounting and internal reporting for Company Corporation, Inc. and subsidiaries.

QUALIFICATIONS:

The ideal candidate will possess the following:

- Strong organizational and management skills.
- Ability to see the big picture while focusing on the process and procedures necessary to produce deliverables.
- Meticulous attention to detail and accuracy in work product.
- Ability to meet and establish deadlines.
- Flexibility and the ability to thrive in a fast-paced environment.
- Intermediate to advanced applications software expertise (Excel and accounting software).
- Seven+ years of experience, including two years of supervisory responsibility. Controller or equivalent experience highly desirable.
- Corporate accounting experience, including overheads and payroll.
- Experience in forecasting and budgeting.
- College accounting degree and public accounting experience (CPA preferred).
- Excellent interpersonal skills and a team player.

RESPONSIBILITIES:

- Manage the work and development of staff members consisting of two full time senior accountants and one part time senior.
- Responsible for maintaining accurate books for Westfield Corporation, Inc. and subsidiaries, including the gift card program at the shopping malls.
- Prepare monthly reporting package, including comparative reports of US and Australian GAAP operating results and financial position and variance explanations.
- Prepare monthly forecast update, primarily by working closely with department heads in forecasting their department's overheads.
- Maintain schedules and books of Australian GAAP conversion adjustments.
- Assist with preparation of semi annual parent company reporting package.
- Prepare or review annual audit workpapers and the six-months review workpapers for the outside auditors.

- Assist in preparing annual audited financial statements.
- Review bank reconciliations, loan schedules, management fees, etc.
- Prepare or review the City Business License, personal property tax and other government forms.
- Preparation (or review), analysis and true-ups of corporate allocation and recoveries.
- Review intercompany billings to parent company, including the follow up of payment.
- Assist the Director of Finance in preparing the annual corporate budgets.
- Special projects as required.

WHAT I EXPECT:

- Initiative
- Technical ability
- Energy, enthusiasm
- A good cultural and personal fit