



## **PROPERTY CONTROLLER**

### **BIG PICTURE:**

The Property Controller will perform financial oversight, accounting functions and month-end closing for The Cove Eleuthera and support the property Operations team in accounting and financial decision making. As a key member of The Cove's Management team, the Property Controller serves as a trusted resource to the Managing Director and the entire Management team. They will report to the Managing Director with a dotted line to the SVP of Finance and will execute varied accounting functions such as balance sheet reconciliations including bank recons, journal entry input for income, labor and accruals, cost allocations, internal controls, P&L preparation as well as overseeing tasks related to A/P, A/R and Payroll. They will also lead in preparing financial analysis reports, forecasts, budgets and other ad hoc reports.

### **CORE ACCOUNTABILITIES:**

- Ensure compliance with internal policies as well as Bahamian laws, as applicable to finance and accounting practices.
- Serve as a support resource to Managing Director of The Cove and collaborate with Senior Staff Accountant at Corporate office in Scottsdale, AZ.
- Provide training, guidance and communication related to accounting systems, policies and processes.
- Actively lead the monthly, quarterly and annual financial closing process for The Cove financials.
- Prepare Budgets, Forecasts and lead the process of Budget and Forecast preparation.
- Prepare and distribute financial statements to management, ensuring that financial information is accurate, meaningful, timely and in conformance with GAAP and company policies.
- Prepare and reconcile General Ledger and cash reconciliations.
- Record journal entries to accurately reflect financial transactions.
- Reconcile balance sheet and income statement accounts as directed.
- Work closely with the Accounts Receivable, Accounts Payable and Payroll to ensure revenue and expenses are properly recorded.
- Safeguard the assets of the property by ensuring that appropriate internal controls and documentation exist and are adhered to.
- Lead the preparation and filing of all jurisdiction(s) tax and reporting requirements for the property.
- Answer financial and tax related inquiries as requested.
- Maintain adequate documentation to support all accounting-related transactions.
- Prepare ad-hoc reports and perform financial analysis as requested by Managing Director, SVP of Finance and Senior Staff Accountant.
- Offer up suggestions, make recommendations and implement necessary changes to meet and exceed departmental objectives and to enhance financial efficiency.
- Perform other duties as assigned.

### **REQUIRED ATTRIBUTES:**

- A minimum of 5 years previous accounting management experience is preferred.
- Previous hospitality industry experience is highly desired.
- Appropriate combination of education and work experience to support on-the-job effectiveness.
- Experience in working with M3 accounting system is a plus.
- Knowledge of OnTrack Labor Management System or similar system is a plus.
- High proficiency in Excel and all Microsoft Office programs.
- Knowledge of Generally Accepted Accounting Principles and experience in the preparation of general ledger reports and financial statements.
- Strong track record for management of confidential information with significant degree of discretion and independent judgment.
- Capability for effective communication with all levels of staff and management, both verbally and in written formats.
- Exceptional service orientation, with keen ability to focus and deliver on client needs.
- Reliable and responsible character, with exceptional follow up and attention to detail.
- Proactive approach, with exceptional initiative and problem solving abilities to ensure the highest levels of productivity and guest satisfaction.
- Ability to multi-task and effectively manage numerous priorities within a fast-paced environment.
- Schedule flexibility and ability to work extended and/or irregular hours to include nights, weekends and holidays, if necessary.

**ACKNOWLEDGMENT:**

I acknowledge that I have read the above position profile and that I understand the duties, responsibilities and expectations as outlined.

I acknowledge that I am able to perform the essential functions of this position as outlined, and that my job may change on a temporary or regular basis according to the needs of the business.

I acknowledge that any questions regarding job duties, responsibilities and expectations should be discussed with my immediate supervisor.

I further acknowledge that future performance evaluations and merit increases are based on my ability to perform to the satisfaction of my immediate supervisor.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_