



Director of Finance and Accounting Job Description Charlotte, NC

Overview:

Laurel Street is a mixed-income residential development company that focuses on providing high-quality housing for working families and seniors of all income levels. Laurel Street is a growing, entrepreneurial organization with a development portfolio that includes approximately 5,000 units.

The Director of Finance and Accounting oversees financial and accounting functions within the company, including managing budgets and financial reporting and ensuring compliance with regulations. This position will provide financial insight to senior leadership by analyzing financial data and identifying areas for improvement.

Job Responsibilities: Examples of job responsibilities are intended as being descriptive and not restrictive in nature.

- Oversight of daily accounting activities.
- Maintenance of cash schedules
- Manage the tracking of pre-development sources. Manage requests for pre-development project funding (LIIF, Enterprise).
- Prepare and maintain the corporate projection models for Development, Asset, Construction, and Property Management.
- Coordinate with Asset Management on the annual property budgeting and monthly variance monitoring process. Complete the monthly corporate budget variance reports.
- Manage the weekly check runs, including review, cash release, and approval of all checks.
- Responsible for oversight of deposits and approvals of disbursements.
- Review and approval of journal entries for all corporate and upper tier entities.
- Complete intercompany tracking, reconciliation, and coordination of billbacks with the Corporate Accounting Manager.
- Responsible for all licensing of accounting systems in place, including 4CP, NetSuite, and RealPage.
- Ensuring the guarantor reporting maintenance process, including creating a control list of which reports are required, scheduling report timing, and confirming deadlines are being met for reporting.
- Responsible for Financial reporting review.
- Create analytics as needed for major corporate transactions.
- Assist SVP of Finance in corporate audit and tax return reviews and processing, including the e-filing process and investor submissions.

- Manage capital calls and distribution of all LSR funds, including Citi, Prudential, and Bank of America.

Education/Experience and Ideal Candidate Qualifications:

- Bachelor's degree in accounting or finance related field required
- Strong analytical, financial, and system skills with exceptional attention to detail
- Experience with forecasting, financial planning and analysis is preferred
- Advanced spreadsheet and modeling skills
- Experience with accounting controls and relevant accounting standards is required
- Strong financial reporting and analytic skills will be valuable
- Excellent interpersonal skills and written/verbal communication skills

Compensation and Benefits:

Competitive base salary and bonus potential are offered, commensurate with experience, along with a comprehensive benefits package.