

**BLAZE PARTNERS
JOB DESCRIPTION**

POSITION: Assistant Controller
LOCATION: Atlanta, GA

FLSA STATUS: FT Exempt
DATE: November 2018

JOB SUMMARY:

Supports the Company's investment accounting and reporting functions through financial analysis, property and partnership accounting and reporting, treasury and cash oversight, tax analysis, and assistance in strategic Company initiatives.

RESPONSIBILITIES:

- Active involvement in crafting and implementing processes and procedures
- Supports the investment and asset management functions through ongoing financial and property analysis
- Responsible for the property and partnership financial statements on a GAAP or tax basis
- Responsible for partnership and property liquidity and cash management
- Oversees and manages the external audits, reviews, tax return preparation and personal property return preparation
- Assists with corporate accounting and ancillary service functions
- Responsible for invoicing management fees and reimbursable costs
- Prepares reporting to external consultants and industry organizations
- Assists with lender reporting
- Adhoc projects or assignments to support the Company's various initiatives

QUALIFICATIONS:

Education and Experience:

- Bachelor's degree or higher from an accredited institution in Accounting
- Six to ten years of accounting experience in the real estate industry with GAAP and income tax basis financial reporting experience
- Public accounting experience required
- CPA strongly preferred

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent planning, organizational and interpersonal skills
- The ability to meet deadlines, accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions
- Self-motivated with leadership skills and ability to collaborate with teams and third parties
- Strong analytical skills
- Exceptional written and verbal communication

Working Conditions:

- Responsibilities may require an adjusted work schedule, travel, and evening/weekend hours in order to meet deadlines or attend special events
- Ability to travel on a limited basis