

For client of:

Jones Simkins
Certified Public Accountants
Salt Lake City, UT

SUMMARY

We are a Western US - Family Office looking to fill a Controller position for our family office. The Controller will be responsible for overseeing all family office and real estate accounting and tax functions, including two operating entities; individual owner and various trusts. This individual will work closely with the CFO and Lead Internal Property Accountant and supervise the in-house bookkeeper to ensure all accounting functions are completed in an accurate, timely and proactive manner. This will include financial statement preparation and analysis for closely held entities. Cash flow projections and cash management are core competencies required. The Controller will also be responsible for aggregation, compilation, and review of financial information from all other investments across the family office platform, preparing financial statements for lender/guarantor compliance and weekly cash monitoring and projections. High level of understanding of accounting for K-1/LLC investments onto accounting books and into tax packages.

Since the Family Office is a dynamic, entrepreneurial, and expanding business, the Controller will have the opportunity to work closely with leaders across the underlying businesses providing both learning and problem-solving opportunities. This is a perfect opportunity for an individual who is detail-oriented, communicates effectively, technically capable, intellectually curious and holds a deep desire to solve problems, and efficiently delivers a quality work product in a fast-paced, dynamic environment.

POSITION LOCATION

Salt Lake City, Utah area preferred. Can be virtual with ability to travel to Utah area.

SALARY RANGE

\$100,000 to \$150,000 annually, depending on experience and qualifications

WORK SCHEDULE/HOURS

Full-time position, Monday – Friday, flexible hours.

BENEFITS

Medical insurance (employer paid 100%), dental and vision insurance available, PTO including federal holidays and vacation

MINIMUM QUALIFICATIONS

- Degree in Accounting required; CPA preferred
- Minimum 5 years of accounting experience with exposure to fund and investment accounting and must have actively prepared tax packages for Limited Liability Companies, Individuals, and Trusts.

- Private accounting with tax experience preferred
- Previous experience in a Family Office with varied businesses and investments preferred
- Strong knowledge of Microsoft Excel/Word and accounting software (Sage, QuickBooks, Genesis, Etc.)
- Very high degree of discretion dealing with confidential information
- Personal characteristics include integrity, professional in behavior and demeanor, and trustworthiness
- Demonstrated written and oral communication skills
- Analytical thinking and quick comprehension, flexibility in problem solving
- Demonstrated ability to work independently and as a team member

ADDITIONAL QUALIFICATIONS

- Demonstrates high degree of professionalism in communication, behavior and teamwork with outside consultants, peers and management
- Demonstrates high level of quality work, attendance and presentation
- Adheres to all Company Policies & Procedures and Safety Regulations
- Adheres to local, state and federal laws

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Completes month-end and year-end closing processes, including preparation and input of journal entries, balance sheet reconciliations, oversees bank reconciliations, and revenue summaries.
- Compiles monthly financial statements, researches and resolves balance sheet and income statement discrepancies, and responds to ad hoc requests.
- Responsible for coordinating all necessary tax work and filings in a proactive and timely manner.
- Responsible for managing tax projections and planning across portfolio investments to optimize tax opportunities in conjunction with outside CPA firms.
- Prepares tax schedules and packages for annual tax preparation and coordinates with interested parties and external CPAs.
- Responsible for reviewing, monitoring and managing a significant number of bank accounts, including funding and transfers, for the closely held family office entities.
- Serves as the initial point of contact for inquiries, problems and exceptions related to the review of account reconciliations and financial reporting.
- Handles payroll and benefits across multiple states
- Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES

This position supervises the work product of one bookkeeper

- Understands and complies with all company rules and regulations