



## Project Accounting Director

Tucson, Arizona

**BOURN**<sup>®</sup>  
COMPANIES

**Have you ever noticed who runs things in most companies? Accounting and finance!**

**This position is responsible for the day-to-day accounting and strategic financial planning for a portfolio of large, mixed-use properties that include retail, restaurants, office, industrial, entertainment, multi-family, and single-family residential. Offers a clear line of sight to all essential functions that drive these sophisticated developments, including design, entitlement, construction, marketing, leasing/deal-making, operations, legal and capital markets. Accounting is the first step to becoming a project level CFO with future opportunities to become a portfolio and business unit CFO.**

**About Bourn Companies, LLC:** We are a commercial real estate development company that builds mixed-use projects incorporating residential communities, a heavy dose of retail and restaurant space, office buildings, hotels, and related uses such as medical, logistics, and entertainment. Rather than deliver a collection of buildings, we strive to provide a unique environment that offers our clients and guests a superior lifestyle. We invest in applications that can uniquely drive a sense of place, such as parks, entertainment, food, and technology.

These projects' complexity requires multi-functional teams that have in-depth knowledge within their area of expertise and the context to understand how their function fits within the "big picture" of each project. We have internal teams focused on marketing, leasing/deal-making, project management, design, legal, accounting/finance, property asset management. The cross-pollination creates an energetic and dynamic environment that develops a more in-depth and well-rounded skill set for our team members.

**Accounting/Team:** This team significantly contributes to each project's success by providing concrete data and facts to make informed decisions---the cornerstone of our business. We not only have a standardized accounting process and reporting but a project pro forma system that captures critical information to drive the planning and development of our projects and the development of customized analytics to evaluate and understand unique challenges and opportunities. This team captures the nuanced valuation and costs of each option and iteration to drive value creation.

**Role:** This role is more than just an accountant; it is essentially the CFO of a \$100M-\$200M company, given that your projects will cost that. You will be responsible for each project's financial aspects: from the front-line debits and credits to building the strategic financial plan. You will work within the Accounting/Finance Team and in conjunction with each of the other teams.

The top of the page features a blue triangular graphic on the left containing the job title and location. To the right is a photograph of a modern, multi-story office building with large glass windows. The Bourn Companies logo is overlaid on the right side of the image.

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**How you'll spend your time here:** This position requires you to be highly organized and structured, yet with an ability to react to ever-changing conditions that inevitably occur. Some essential aspects of your role include:

- **Accounting Excellence:** A record of excellence in accounting. A background in real estate accounting is helpful but not necessary. Deep accounting understanding and the ability to master the fundamentals frees you to perform the work's critical high-level functions.
- **Financial Analysis:** Quickly and efficiently navigate and develop excel spreadsheets using such features as pivot tables, lookup and reference, dynamic array, and financial functions.
- **Reporting:** You will prepare comprehensive financial and project reports for our executive team and capital partners. These reports outline our progress in meeting our strategic plans, including operational summaries, variance reports, and current cash flow forecasts.
- **Tax Preparation:** You will work with our tax accountants to provide relevant information to develop tax minimization strategies and tax returns.
- **Legal Compliance:** Develop a deep understanding of legal documents and contracts, as you will be reviewing and adhering to leases, management agreements, operating agreements, listing agreements, vendor contracts, loan documents, and construction contracts.
- **Depth of Role:** Motivation to be hands-on -- from day to day accounting to the executive level activities involved in the financial management of large, sophisticated projects.
- **Business & Industry Expertise:** Have the capacity and energy to deeply understand, if not master, several areas of a multi-functional business such as marketing and leasing, design, entitlement and construction, capital structures, acquisitions and dispositions, and legal.

**Culture:** The company's success has created many great opportunities, which means there is also plenty of opportunities for each team member to contribute (your role is critical to the success of each project). Those contributions are maximized by relying on each team member's strengths and integrating them into a cohesive team. We don't build in a lot of excess capacity, so there is not much downtime. We are a company motivated for extraordinary success and expect each team member to have a similar motivation for the company and themselves. Our work hours are meaningful, but not overwhelming, as we work until a particular job is done. While we are deadline-driven, we work hard to ensure that important (and not so important) personal events are not missed. We hope that our work has a meaningful and positive impact on each employee. We take pride in our people and their families' accomplishments as we continue to maintain the culture of a small, close-knit group.

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The image shows a modern office building with large glass windows and a sign that says "GEICO GEICO". In the foreground, there is a blue banner with white text. To the right, the "BOURN COMPANIES" logo is displayed in white text over a dark background.

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**What we are looking for:** We want to grow terrific leaders. Specific experience is less important than a set of fundamental skills and characteristics. We are looking for people who have found a way to be consistently successful in competitive and challenging environments...such as school, sports, and work.

- **Skills:**

- Deep accounting skills to produce debits, credits, and reports in your sleep
- Written and oral communication skills to effectively communicate with a sophisticated audience
- Organizational skills to efficiently prioritize activities
- Financial skills to both produce and review sophisticated spreadsheets and reports
- Management skills to organize and lead teams
- Relationship skills to cultivate healthy and long-lasting relationships

- **Characteristics:**

- Desire and ability to quickly learn, retain and apply detailed information
- Drive to be highly successful with a work ethic to match
- Uncompromising integrity and ability to gain trust
- Attention to detail with an appreciation for precision
- Open-minded to the possibility of what is possible

You don't need to be the CFO when you arrive. Still, we expect you to grow into the role with some intense learning and guidance, and then, like any great CFO, help build an accelerating business that provides an unmatched opportunity for professional growth.

To apply for this great opportunity, please send a cover letter and resume to:

[careers@bourncompanies.com](mailto:careers@bourncompanies.com)

[www.bourncompanies.com](http://www.bourncompanies.com)