

Director of Accounting

Tucson, Arizona

BOURN[®]
ADVISORY SERVICES, LLC

Bourn Companies is seeking a well-organized and motivated Director of Accounting for its progressive and fast-paced commercial real estate company.

Job Summary

The Director of Accounting will direct and oversee the accounting activities of the company, oversee the preparation of financial reports, and be charged with creating an overall financial management and reporting system for the company.

General Duties/Responsibilities include, but are not limited to:

- Create and maintain a comprehensive, cross-functional, financial management and reporting system for the company
- Directs the timely and accurate preparation and distribution of all financial reporting for development and operating portfolios, as well as operating platforms and corporate entities
- Prepares cash flow forecast for corporate level entities and makes periodic adjustments for future projections based on project level reporting
- Works with various departments to prepare annual corporate budget and projections for annual, mid, and long-term time frames
- Oversees loan draw process and administration; ensures loan covenants and reporting requirements are met
- Handles all financial aspects of HR function; payroll, benefit administration, 401k reporting
- Oversees and coordinates the preparation of annual tax returns with external tax accountants
- Handles treasury management and manages banking relationships/platforms

Supervisory Responsibilities:

- Oversees accounting operations, which includes budgeting and financial modeling, monthly financial reporting, cash management and forecasting, loan administration, accounts payable, billing and payroll
- Documents and helps ensure compliance with financial management and reporting system for the company
- Develops, maintains and oversees a system of internal controls to minimize risk; documents accounting policies and procedures
- Recruits and hires accounting staff and conducts performance evaluations
- Implements training for new hires and identifies training opportunities for current staff
- Ensures that financial reports comply with generally accepted accounting principles or financial reporting standards

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Required Skills/Abilities: (Qual and skills)

- Demonstrated track record of exceptional performance
- Ability to identify and solve problems
- Ability to interpret legal documents and understand complex ownership and loan structures and relay them to others
- Flexible, with the ability to shift priorities and focus; strong organizational and management skills
- Ability to work in a team environment; strong communication and interpersonal skills
- Deadline oriented
- Must be proficient in Excel and have experience with MS Office
- Experience with construction loans or loan servicing a plus
- Experience with job cost, real estate accounting and Timberline/Yardi software a plus
- Strong finance skills

Education and Experience:

- Minimum Bachelor's degree in Accounting required; Master's in Accounting or MBA preferred
- Certified Public Accountant designation preferred
- 8 -10 years of experience in financial management required

About Bourn Companies

Bourn Companies, LLC is a commercial real estate investment, development and services company based in Tucson, Arizona. Since its origination in 1990, Bourn Companies and our predecessors have completed over 4,000,000 square feet of commercial real estate projects, with an additional 4,000,000 square feet of large scale, mixed use projects in its current development pipeline.

Our company believes in recruiting highly talented individuals that work together as a team in a clearly defined system, allowing us to perform at the top of our industry. As such, we have an internal team of developers, leasing and marketing specialists, architects, project managers, asset managers, accountants, and lawyers, all collaborating to provide a seamless, efficient delivery system for our Clients.

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The various business activities of Bourn Companies, LLC are executed through two subsidiaries:

Bourn Advisory Services: A specialized real estate services company focusing on asset management, leasing, and project and property management for Bourn-owned assets along with a select number of clients.

Bourn Properties, LLC: A real estate investment company that acts as the managing member/general partner for the investment partnerships that it sponsors.

Bourn Companies, LLC offers a very generous package of benefits. Salaries are competitive and are dependent upon qualifications and position offered.

Qualified applicants should send their cover letter and resume to:

careers@bourncompanies.com

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