

Director of Project Accounting

Tucson, Arizona

The image shows a modern, multi-story office building with large glass windows and a prominent entrance. The Bourn Companies logo is overlaid on the right side of the image. The logo consists of the word "BOURN" in a large, bold, white sans-serif font, with "COMPANIES" in a smaller, white sans-serif font directly below it. A registered trademark symbol (®) is located to the upper right of the word "BOURN".

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The Director of Project Accounting is responsible for overseeing the accounting activities for the project side of our business, which includes 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.

The incumbent will operate as a “player-coach” and be responsible not only for their own projects but also for mentoring and overseeing our team of project accountants. You will begin with your own portfolio of projects as you learn our systems and over time, grow to lead the project accounting team...ultimately being responsible for oversight of each project's financial aspects: from the financial reporting to building the strategic financial plan. You will work within the Accounting/Finance Team and in conjunction with each of the other teams.

Bourn Companies, LLC is a leading commercial real estate development and lifestyle company headquartered in Tucson, AZ. For 30 years, we have achieved successful growth building mixed-use projects incorporating a heavy dose of retail and restaurant space, office buildings, residential communities, hotels, and related uses such as medical, logistics, and entertainment. 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, and property asset management. This cross-pollination creates an energetic and dynamic environment that develops an 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.

What we are looking for: The ideal candidate is consistently successful in competitive and challenging environments.

- **Skills:**

- Deep accounting skills to produce financial statements and ancillary reports
- Financial skills to both produce and review sophisticated spreadsheets and reports
- Supervisory skills to oversee project accounting operations, including financial reporting, budgeting and cash flow forecasting
- Written and oral communication skills to effectively communicate with a sophisticated audience
- Organizational skills to efficiently prioritize activities for both yourself and others
- Relationship skills to cultivate healthy and long-lasting relationships
- Problem solving skills to quickly identify and address issues

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- **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

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. As you grow to oversee the team you will need to successfully balance oversight of the project accounting team with the detailed day to day accounting work on your own projects. 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 help develop and maintain standardized reporting systems for our projects. You will also prepare and review 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.
- **Loan Administration:** You will prepare, review, and submit loan draws and ensure that loan covenants and reporting requirements are met, maintaining relationships with our Lenders
- **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 not only the financial management of large, sophisticated projects, but also in overseeing and mentoring a team.
- **Mentoring/Training:** You will work with the project accounting team to provide effective review, feedback and guidance; assisting with their professional development by identifying training opportunities and sharing experiences and knowledge.

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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 office building with large glass windows. The Bourn Companies logo is overlaid on the right side of the image.

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- **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: We are a company motivated for extraordinary success and expect each team member to have a similar motivation for the company and themselves. While we are deadline-driven, we work hard to ensure that 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 a small, close-knit group culture. We are proud to offer a comprehensive benefits package. Your pay and benefits are a part of a competitive offering.

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

careers@bourncompanies.com

www.bourncompanies.com