

# Portfolio Controller

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## Accounting

### Monthly / Daily:

- 1) Review financials –
  - a. Balance Sheet
  - b. Balance Sheet reconciliation
  - c. Income Statement
  - d. Cash flow statement
- 2) Review 17 bank reconciliations
- 3) Review cash disbursement (including invoice review and approval) prior to releasing checks
- 4) Prepare capital expenditures schedule vs. budgeted
- 5) Review and assist GM in the monthly forecasting
- 6) Create / update forecast upload model
- 7) Prepare cash flow projection for the real estate properties
- 8) Prepare cash distribution / contribution for the real estate properties
- 9) Consolidate monthly operation summary report
- 10) Maintain relationship with Bank
- 11) Answer financial related questions from existing lenders
- 12) Manage escrow / reserve accounts held by lender.
  - a. Request for capital expenditure reimbursement from lender
  - b. Request for overages in the escrow / reserve accounts
- 13) Review lease setup in MRI
- 14) Review and approve monthly billings prior to sending out invoices
- 15) Import property monthly trial balances into MRI
- 16) Direct monthly property meetings both in-house and 3<sup>rd</sup> party
- 17) Supervise in-house staff accountant and on-site senior accountant at two properties

### Quarterly:

- 18) Prepare quarterly operations summary report (Blue Book)
- 19) Consolidate quarterly operation summary report
  - a. Forecast vs. Budget
  - b. Sign deal report
  - c. Tenant accounts receivable with explanations
  - d. Year-to-date operating statement with variance explanations
- 20) Lender reporting for debt covenants
  - a. Quarterly financials
  - b. Special requests
  - c. Calculate debt coverage ratio

## Annual:

- 21) Review and approve year-end CAM/tax reconciliations for all properties
- 22) Prepare annual audit binder
  - a. 5 year future minimum rents
  - b. Amortization schedule
  - c. Asset roll-forward schedule
  - d. Rent concentration schedule (top 10%)
  - e. 5 year loan maturity schedule
- 23) Create / update budget model
- 24) Prepare annual budget guidelines
- 25) Upload all budgets into MRI
- 26) Schedule and manage budget meetings with in-house and 3<sup>rd</sup> party managers.
- 27) Consolidate budget
- 28) Explain budget variances (Budget vs. Forecast)
- 29) Prepare CAM/tax/insurance quote rate for Leasing
- 30) Issue 1099 / file 1096 to the IRS
- 31) Business license renewal
- 32) Personal property tax filing

## Others:

- 33) Prepare all loan calculations request to extend / modify existing loans
- 34) Prepare special analysis as requested by CFO
- 35) Review prospective tenant's financial statements
- 36) Work with property tax consultant on appeals, etc.

## System Administrator (~25% of Time) (MRI Software)

- 1) Setup and maintain various security levels in MRI Software
- 2) Setup and maintain entities in MRI software
- 3) Setup and maintain bank information in MRI software
- 4) Setup and maintain the authorization limits in MRI software
- 5) Setup and maintain user accounts
- 6) Maintain Chart of Accounts
- 7) Create financial format for reporting
- 8) Customize MRI reports
- 9) Manage the Corporate Tech personnel to ensure MRI data is properly backed up.
- 10) Negotiate MRI renewal contract

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