



Director of Finance - Job Description

Company Summary:

Onyx+East is a residential developer/homebuilder that delivers well-crafted and designed homes to clients. We focus on building in walkable, lasting locations ensuring each property provides comfort, livability, convenience, viability, and practicality. We treat every home as a piece of art. We are committed to serving our clients through offering a quality project, maintaining transparent communication, and encouraging a relationship and exceptional experience, rather than a mere transaction. We are thinkers. We are visionaries. We are envelope pushers. We work towards ensuring our residents live with a sense of comfort, community, and sustainability.

Job Summary:

Onyx+East is looking for a Director of Finance who will be responsible for the capital needs of the company including investor and lender relations, sourcing debt and equity, financial analysis, and asset management. The ideal candidate should possess leadership and decision-making abilities that include relationship management, creative problem solving, critical thinking, negotiation, attention to detail, and analytical skills. The Director of finance will work with variance departments within the company and report directly to the CFO.

Key Job Duties and Responsibilities:

- Ensure finance team is meeting corporate goals and objectives
- Participate in strategic meetings
- Establish and maintain relationships with investors and lenders
- Oversee and manage compliance with multiple O+E related funds, programmatic JV's, private placements, loans, and equity offerings
- Manage the creation and updating of finance packages for debt and equity sources
- Lead in identifying, analyzing, raising, and closing on equity and debt sources, including but not limited to both private placements and institutional offerings
- Ensure accurate, timely, and professional communication with potential, existing, and past equity sources
- Track and record portfolios to maximize yields for investors and regularly seek the best risk adjusted returns
- Create and maintain investor portal including running all investor and lender reporting by project
- Monitor and mitigate risk within each portfolio/fund
- Manage all pro-forma models and provide direction to acquisition team
- Provide accounting a breakdown of financial structure and lender requirements for each development. Answer questions as necessary throughout term of projects
- Oversee cash flows, distributions, and investment projections
- Critique and provide input on the Development life cycle for each asset through completion

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- In conjunction with the VP of Acquisitions, oversee and manage investment committee for each project and investment opportunity
- Study tax implications and public underwriting availability for specific projects and regions
- Proactively identify issues and opportunities for projects and/or portfolio assets and institute solutions to drive value
- Other duties as assigned

Experience and Skill Requirements:

- A bachelor's degree or equivalent, ideally specializing in Business, Finance, Economics or Real Estate
- An MBA Degree preferred
- Proficient in Microsoft Excel, Word, Project, Power Point
- 5+ years of experience in real estate finance
- Proficient in Excel and ability to learn accounting systems.
- Ability to stay focused in a fast-paced, open environment.
- Ability to prioritize and manage a busy workload.
- Problem analysis
- Stress tolerance

Reports to: CFO