



Director of Accounting & 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 Accounting and Finance who will be responsible for the accounting operation and financial reporting needs of the company. The individual will oversee the accounting team and ensure effective operations, provide direction and oversight of financial reports, ensure compliance measures are in place, and management of company's cash flow. The position should identify and implement solutions designed to mitigate risk, enhance the accuracy of the company's reports, and provide strategic direction of the company's financial needs and expansion. 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 position will work with variance departments within the company and report directly to the CFO.

Key Job Duties and Responsibilities:

- Ensure accounting team is meeting corporate goals and objectives
- Oversee monthly draw process and ensure compliance with loan documentation
- Review and approve financial statements for projects and companies
- Oversee tax and audit process for company and project entities
- Assist in the study of tax implications and public underwriting requirements for specific regions and identify best tax practices to maximize shareholder value
- In conjunction with Controller, create and oversee process and procedures related to accounting for each business division including Development, Construction and Sales
- Create and maintain internal compliance procedures
- Conduct internal audits to ensure records are maintained and procedures are being met
- Participate in strategic meetings and provide creative solutions for project and company financing
- Oversee and manage compliance with multiple O+E related funds, programmatic JV's, private placements, loans, and equity offerings
- Oversee O+E reporting requirements with lenders, investors, and key partners

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- Lead internal reporting process (financial, margin, project, compliance, etc.) and communicate to local and senior teams
- Ensure accurate, timely, and professional communication with potential, existing, and past lender, and capital partners
- In conjunction with Controller and Finance Manager, maintain investor portal including running all investor and lender reporting by project
- Provide input and analyze project underwriting and performance from development through completion
- 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 Accounting or Finance
- An MBA Degree preferred
- CPA required
- Proficient in Microsoft Excel, Word, Project, Power Point
- 10+ years of experience in accounting and/or 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