



## Controller of Rush Property Management

**Department:** Rush Property Management  
**Reports To:** Vice President / Head of Division  
**FLSA Classification:** Exempt  
**Date:** 07/08/2024

### Summary:

We are currently seeking a high-talent Controller to join our team. The ideal Controller is an expert in leading, planning, and coordinating all accounting functions for the Rush Property Management group and asset management group which manage the portfolio of owned real estate. The Controller is responsible for leading and overseeing accounting operations, offering recommendations for improvement, and implementing new processes and procedures. This position must demonstrate strong collaboration and leadership capabilities coupled with outstanding organization, attention to detail, problem solving, and time management skills.

### Company Profile:

The Rush Companies and Edison47 are seeking a dedicated and experienced Controller to support our diversified real estate operations.

The Rush Companies is a diversified real estate organization comprised of six companies that work together to build and maintain communities. Since 1987, we have built structures and relationships that last thanks to our commitment to exceed expectations at every turn. While we have integrity, resourcefulness, commitment and well-being carved into our cornerstones, our true key to success is the passion we wear on our sleeves.

Edison47 is a results-oriented property management services group in South Puget Sound that brings innovation and technology along with more than 40 years of staff experience in multifamily, mixed use, and new development.

### Essential Duties and Responsibilities:

- Oversight of internal audit and controls, compliance, and regulatory reporting, including tax planning and reporting and bank compliance.
- Preparing and/or overseeing the preparation of corporate financial statements for Edison47, Rush Properties, and Rush Capital including balance sheets, income statements, invoices, accounts payable and accounts receivable.
- Preparing and/or overseeing intercompany billings and receivables.
- Prepare and/or oversee preparation of financial statements for multiple properties.

- Participates in on-boarding and off-boarding properties.
- Oversight and leadership of the accounting team. Plays a key role in the hiring and training of skilled accounting staff.
- Oversee budgeting, financial forecasting, and cash flow forecasting for companies.
- Oversee and direct treasury management operations and strategy for the companies and portfolio of owned real estate.
- Establish and document policies and procedures related to accounting, treasury management, and financial controls.
- Ensure compliance with all local, state, and federal reporting requirements, registrations, and tax filings.
- Interface with Rush's banks and outside accounting partners to optimize relationships and improve business conditions.
- Involved in risk management efforts including insurance, treasury management, internal controls, legal, and tax matters.
- Oversight of documentation being forwarded to a taxing authority including but not limited to: DOR, L&I, Employment Security, various municipalities and other taxing agencies.

### **Required Qualifications:**

To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Education and/or Experience*

- Bachelor's degree in finance, accounting or other business-related field; Certified Public Accountant (CPA) professional designation preferred, but not required.
- 5 or more years of property accounting experience performing similar tasks as described in *Essential Duties & Responsibilities*.
- Proficiency in Yardi property management software with experience in all functions described in *Essential Duties & Responsibilities*.
- Knowledge in Sage accounting software is a plus.
- Proficiency using Microsoft Office Suite – Excel, Outlook and Word.
- Expertise in all aspects of generally accepted accounting principles (GAAP).

#### *Special Skills*

Proven written and verbal communication abilities; strong overall leadership, communication, planning, problem solving and analysis skills. Delegates work appropriately; proficient using computer applications and technology, specifically Microsoft Office products, Sage, Yardi, TimberScan, etc.

- Team-oriented individual – willing to help others to achieve overall company goals
- Detail oriented – ability to stay organized while engaging in multiple tasks and delivering accurate work product on deadlines
- Positive attitude – helping to create a collaborative and unified environment
- Strong time management skills – self-motivated in completing tasks efficiently

- Strong communication skills – ability to effectively communicate with customers and team-members
- Strict adherence to maintaining confidentiality of information

*Certifications and/or Licenses*

- Certified Public Accountant (CPA) professional designation preferred, but not required.

**Compensation and Benefits:**

**Compensation:** \$110,000 - \$140,000

**Featured Benefits:** Medical, Dental, Vision, Life Insurance, 401(K) matching, Tuition Reimbursement, Paid Time Off.

For more information about The Rush Companies or the application process, go to:

<http://www.therushcompanies.com/rushcareers>

**How to Apply:**

Please send cover letter and resume to [jobs@therushcompanies.com](mailto:jobs@therushcompanies.com) or via U.S. mail to:

The Rush Companies  
c/o Human Resources  
6622 Wollochet Dr  
Gig Harbor, WA 98335

Equal Opportunity & Drug-Free Employer

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.*