Director of Financial Reporting
Job Description

Title: Director of Financial Reporting  Department: Accounting

Reports To: Chief Accounting Officer

Function: The Director of Financial Reporting is responsible for all aspects of the financial and Securities and Exchange Commission reporting for a newly publicly-traded company. The position will oversee technical accounting research related to new and proposed accounting standards. The Director of Financial Reporting also supports and assists with the implementation, maintenance and review of internal controls and corporate policies and procedures.

Responsibilities:

- Preparation, accurate reporting and filing of SEC periodic reports such as Forms 8-K, 10-Q, 10-K and Annual Report.
- Assists in the preparation of other SEC filings such as registration statements and DEF 14A.
- Ensures compliance with all SEC, FASB, NYSE and eventual IFRS rules and regulations.
- Develops and manages SEC filings related to XBRL reporting.
- Coordinates, directs, plans and executes the financial reporting component of the external audit.
- Conducts, supports and assists with the internal audit function and the initial implementation and ongoing SOX compliance requirements.
- Leads all financial research efforts. Analyzes, researches and concludes on new and proposed accounting, reporting and disclosure standards issued by the SEC, FASB and eventual IFRS and prepare memorandums regarding the Company’s position and impact on the Company.
- Writes, implements and ensures effective and practical implementation of corporate policies.
- Assists in recruiting, training and evaluating staff; assists in developing and implementing continued training for professional accounting associates.
- Liaison with finance department, internal legal counsel and external independent auditors.

Skills:

- Strong and extensive knowledge of SEC Reporting and US GAAP.
- Strong analytical and problem solving skills.
- Strong attention to detail, demonstrated integrity and professionalism.
- Ability to stay knowledgeable about, research and reach well-reasoned conclusions on technical accounting issues.
- SOX and internal controls experience.
- Ability to multitask and prioritize diverse tasks.
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- Excellent project managerial and interpersonal skills. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects required.
- Leadership experience in organizing, planning and executing projects from conceptualization through implementation across multiple internal and external reporting and organizational lines.
- Strategic thinking and leadership experience with an emphasis on relationship management and communication at all levels within an organization. Facilitate and coordinate multiple deadlines, create cohesive teams, and respond quickly to management requests.
- Proven ability to perform under pressure and stress and to adjust plans to meet changing needs and requirements.
- Real Estate/REIT or hotel accounting experience preferred.
- Experience with financial and accounting reporting systems.
- Experience with Yardi and TM1 a plus.

Education/Training:

- Bachelor degree in accounting or finance required.
- CPA, active license status required.

Experience:

- Seven to ten (7 – 10) years experience in top-tier public accounting firms and/or public company environment.
- Extensive knowledge of SEC Reporting, US GAAP and internal control processes.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.