



Holly Hill Construction & Real Estate LLC



Job Title: Controller

Serving Holly Hill Construction & Real Estate LLC, and its companies.

Team Member: Hiring

Job Summary

The Controller is a trusted advisor and confidant to the CEO who will assist him by establishing and maintaining the Company’s accounting policies, procedures, controls, and reporting systems, with the aim of protecting the Company’s financial assets, maximizing profitability and giving peace-of-mind to the CEO with accurate and up-to-date financials. This position requires a sedulous individual and a willingness to approach the job with tenacity and a sense of joint ownership.

Key Relationships: **Tim C.** Regional Manager H&H, **Alice L.** Office Adminstar & HR Director **Daniel Miller** VP CDB

- Reports to Drew- president & CEO
- Works with the Company’s external accountants, bankers, attorneys, and insurance brokers as needed.

K.R.A. (Key Result Areas)

1. Keeps all company financials and accounts in order
2. Maximizes software for financial gain
3. Keeps up with and can summarize the financial story of each division
4. Is always looking ahead to prepare for future cash flow.

KPIs (Key Performance Indicators)

1. All accounts balanced and closed-out monthly. Including CC’s and bank accounts. Making sure we are taking advantage of all early pay discounts and not paying interest unnecessarily. Everything reconciled in a timely manner. (Should have dates?)
2. Utilizes software to use P.O.s, detailed asset tracking, cash management.
3. Runs weekly/Monthly financial meetings with reports with team members & helps them know what is going on. Helps establish lead measures.
4. Sets up rolling budgets and helps team members know what is coming down the track

Team Member: _____ Date: _____

Supervisor: _____ Date: _____

List of Reports and Reviews (still in process)

Weekly:

- Where we stand before signing checks
- Future cash flow

Monthly:

- Projections for the month ahead-last Friday of the month
- P&L, Balance Sheet, Cashflow and budget comparison for the past month -second Friday of each month
- Monthly forecasting for each property working with Regional manager- DATE?

Tax Prep:

- Need dates and list

Budgets:

- The goal is a rolling 18m for HHC&R, CDB, and H&H
- Property budgets should be in owners hands no later than Nov 30th
 - They will be ready for Drew to review by Nov 15th which means all details have been looked into and new rents applied.
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