



Job Title: Chief Financial Officer (CFO)

Job Type: Full-Time

Department: Strategic Investments

Location: CA – Woodland Hills, CA

Reports To: President of ASI

Overtime Exempt: Yes

Last Updated: July 20, 2020

OVERVIEW	
Job Summary	The Chief Financial Officer (CFO) will be responsible for leading all aspects of financial planning, internal controls and day-to-day departmental performance. In addition, the SVP will establish financial objectives that facilitate company growth, implement and enhance financial systems, processes and tools while also supporting members of the executive management team with big picture recommendations on policy and strategy.
Key Duties & Responsibilities	<ul style="list-style-type: none"> Provide leadership, direction and management of the finance and accounting team. Represent the company to banks, financial partners, and investors. Create and establish yearly financial objectives that align with the company’s plan for growth and expansion. Oversee preparation of monthly, quarterly and annual financial statements. Manage cash flow planning process and ensure funds availability. Oversee cash management, AP, and approve payables Enhance and implement financial and accounting systems, processes, tools and control systems. Maintain strategic alliances with vendors and business partners. Serve as a key point of contact for external auditors and manage preparation and support of all external audits. Oversee the preparation and timely filing of all local, state and federal tax returns. Manage the processes for financial forecasting and budgets. Recruit, interview and hire finance and accounting staff as required. Mentor and develop a team of senior managers and accountants, manage work allocation, systems training, performance evaluations, and the building of an effective and efficient team dynamic. Assist with high-level decisions about policy and strategy. Identify and address financial risks and opportunities for the company.

	<ul style="list-style-type: none"> • Providing strategic recommendations to the CEO, President and members of the executive management team. • Establish and develop relations with senior management and external partners and stakeholders. • Interface regularly with the real estate equity underwriting team regarding prospective investments, including the terms for permanent debt for all investments. • Participate in discussions and consideration of terms for potential equity investment partners. • Collaborate with asset and property management teams to ensure faithful execution of the business plan for each equity investment and timely reporting to all investment partners.
Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree in business, finance, accounting, or equivalent experience. • Master’s degree preferred. • Minimum 10 years’ experience in real estate, accounting and financial management. • Experience in a senior management position. • Outstanding communication and presentation skills. • Demonstrated leadership ability, confidence and executive presence. • Excellent Excel, analytical, reasoning and problem-solving skills • Significant experience working with external auditors and internal controls. • Proficiency with accounting software and spreadsheets. • Solid GAAP, tax and financial reporting technical skills. • Previous experience in private equity and/or real estate investments a plus.
Education	<ul style="list-style-type: none"> • Bachelor’s degree in business, finance, accounting, or equivalent experience. • Master’s degree preferred. • Certified Public Accountant Certification a plus.
Travel Requirements	<ul style="list-style-type: none"> • At least 50%

VISION, MISSION AND VALUES

Vision: A world where as a team, we deliver what’s promised and facilitated inter-departmental collaboration.

Mission: To maintain outstanding relationships by providing timely and accurate financial information to decision makers.

Values: Teamwork, Reliability, Transparency, Expertise

PHYSICAL AND MENTAL DEMANDS

Must be physically and mentally able to perform all of the duties listed under Key Duties and Responsibilities, all of which are deemed "essential functions of the job." Employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. Job requires mobility within the office, including movement from floor to floor. Constantly operates a computer and other office equipment. Must be able to travel and deal with effective with the stress associated with a very fast-paced, constantly changing work environment, including handling multiple tasks on a daily basis.

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.

ALLIANT CAPITAL IS AN EQUAL OPPORTUNITY EMPLOYER