



Assistant Controller

Real Estate Development Company in Curacao has an opportunity for an experienced candidate in Accounting and Administration.

Basic Functions:

Responsible for direct supervision of tax and financial functions. Primary responsibilities include, but are not limited to: supervision of the monthly closing process; monthly, quarterly, or annual billings to clients for services provided; weekly and monthly reporting to the Owner; quarterly preparation of a reforecast; annual preparation of a budget; assistance in the preparation of quarterly tax projections and annual tax return preparation and all treasury administration. Assistant Controller position with opportunity for growth with a Real Estate Development company. Competitive compensation with the following qualifications below.

Principal Duties and Responsibilities:

- Review and direct the monthly and quarterly closing processes.
- Preparation and submission of the monthly and quarterly external financial reports to Lenders and Owner.
- Develop and implement accounting policies and procedures.
- Reviewing books and directing accounting staff accordingly.
- Supervise debt compliance and lender reporting; construction loans and draws.
- Supervise and maintain effective financial and internal controls; intercompany reconciliation; communication; and reporting to headquarters.
- Monitor and implement accounting procedures applicable to industry standards.
- Oversight of the general ledger, fixed assets, collections, accounts payable, and cash management areas. Bring the problematic to the Owners attention.
- Participate in internal audits to provide recommendations for procedural improvements.
- Prepare consolidated financial statements, including budgets and projections. Respond to audits and other financial requests.
- Manage and review federal and state tax returns; monitor timely submission. Payroll taxes and sales tax online monthly submission. Report to headquarters upon completion.
- Objection letters for OB and OZB statements; payment arrangements with the Department; identify and research tax issues.
- Oversee monthly billing and collections; review rent rolls.
- Reporting to Lenders: Prepare rent rolls for lenders and a rent projection for the properties.
- Keep an insurance schedule for the properties; oversee renewals, premium payments, and coverage limits as required.
- Filing monthly and annual taxes online in the portal; collaboration with CPA Company for the consolidated return filings.
- Intercompany reconciliation; maintaining correct balances between Curacao companies and with the US Headquarters.
- Weekly reporting to Ownership.
- The position reports to the Corporate Controller.

Degree/Licenses:

HBO Degree In Accounting

Knowledge and Skill Requirements:

- At least 3 years of Public Accounting or private industry accounting experience.
- Prior management experience is required.
- Federal and state tax knowledge. CURACAO TAX KNOWLEDGE.
- REIT knowledge is a plus; real estate experience is preferred.
- Demonstrate the ability to form, lead, and develop high-performing teams.
- Ability to work collaboratively across departmental functions and intercompany.
- Strong knowledge of Curacao, internal controls, and financial reporting is required.
- Excellent communication and leadership skills are mandatory.
- Extensive knowledge of QuickBooks is a must.

Please forward resumes to the attention of: Nicholas Forero

AP@Taubco.com