



## Extending Goodwill to Residents, Partners and the World

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**Job Title:** Corporate Controller / Accountant - Real Estate Property Management

**Location:** Lexington, KY

**Company Overview:** Eden Companies is a rapidly growing real estate property management, construction, and syndication company that has grown, on average, over 40% year over year since 2001. Eden Companies has over 1,300 units, 2,100 beds, and approximately \$170mm in Assets Under Management (AUM). Primarily invested in student housing and value-add multi-family real estate, we aim to provide housing to over 75,000 residents over the next 8 years.

At Eden Companies, our mission is to extend goodwill to our residents, partners, and world through Love, Service, and Generosity. Through our core values, we prioritize life change among team members (Love), produce life-changing environments for residents (Service), and profit life-changing cash flow for cities and nations (Generosity).

**Position Overview:** We are seeking a highly motivated and experienced **Corporate**

**Controller / Accountant** to join our team. The ideal candidate will oversee all aspects of financial management, accounting, and reporting for our property management operations as well as handling day-to-day financial transactions, maintaining accurate financial records, and supporting the Chief Financial Officer (CFO).

This role is vital to the smooth financial operation of our property management business, ensuring that all financial data is accurately recorded and compliant with company policies and will play a key role in ensuring compliance, optimizing financial performance, and providing strategic insights to support decision-making.

### **Key Responsibilities:**

- **Accounting & Financial Record Keeping:**
  - Oversee the full-cycle accounting process, including accounts payable, accounts receivable, general ledger, etc.
  - Maintain accurate and up-to-date general ledger for the property management company.

- Process accounts payable and accounts receivable, ensuring all invoices and payments are processed in a timely manner.
- Record tenant rent payments, reconcile bank statements, and ensure all financial transactions are correctly recorded.
- Enter financial data into the accounting system and ensure accuracy in records.
- Maintain organized files for all financial transactions and related documentation.
- **Monthly Reconciliation:**
  - Perform monthly bank and credit card reconciliations.
  - Track and reconcile property-related expenses (e.g., utilities, maintenance, insurance, etc.).
- **Property Management Support:**
  - Process and apply payments to tenant accounts.
  - Support the property management team with financial documentation for lease agreements, renewals, and tenant disputes.
  - Ensure compliance with company policies and local, state, and federal regulations.
- **Tax & Compliance Support:**
  - Assist CFO with the preparation of documents for tax filings (e.g., income tax, sales tax, property tax).
  - Ensure timely and accurate tax filings, including property tax, sales tax, and income tax filings.
  - Prepare year-end financial statements and work with external tax advisors to ensure timely and accurate tax compliance.
- **Other Administrative Tasks:**
  - Provide general administrative support to the accounting team as needed.
- **Financial Reporting & Analysis:**
  - Assist the CFO with preparation and review of monthly, quarterly, and annual financial statements for the property portfolio.
  - Monitor and analyze financial performance and trends, providing recommendations for improvements.
  - Ensure all financial reports are accurate, timely, and comply with GAAP and company policies.
- **Budgeting & Forecasting:**
  - Work with the CFO to develop, manage, and update monthly Latest Estimates (LEs) and annual budgets for all properties and entities.
  - Assist CFO in cash flow forecasting and develop strategies to ensure liquidity.
  - Conduct variance analysis and report on discrepancies between actual and budgeted results.
- **Accounting & Compliance:**
  - Manage compliance with all real estate and tax regulations at the local, state, and federal levels.
  - Oversee internal controls and implement policies to ensure accuracy and

integrity of financial data.

- **Property Management Financial Support:**
  - Work closely with the property management team to assess financial performance and provide operational support.
- **Team Leadership & Development:**
  - Supervise and mentor the accounting team to ensure high levels of performance and development.
  - Coordinate training and ensure team members are up to date on relevant accounting standards and software.

### **Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field.
- 3+ years of experience in accounting or finance
- In-depth knowledge of GAAP, real estate accounting principles, and willing and able to learn new software efficiently and effectively.
- Proficiency with accounting software (e.g., QuickBooks, Yardi, AppFolio, MRI, or similar).
- Advanced Excel skills and financial modeling expertise.
- Excellent communication and presentation skills, with the ability to convey complex financial data to non-financial stakeholders.
- Strong attention to detail, organizational skills, and the ability to meet deadlines in a fast-paced environment.
- Ability to work independently and as part of a team.

### **Compensation and Benefits:**

- Competitive salary based on experience.
- Health, dental, and vision insurance reimbursement up to \$350/mo.
- Simple IRA with up to 3% company match.
- 10 days paid time off and 9 company holidays.
- Professional development opportunities.

**Reports To:** Eden Companies CFO

**Relates Closely with:** Project Controller, Regional Manager, COO, Maintenance & Office team members as well as Residents

### **Personal Qualities and Requirements:**

- Character above all else including trustworthiness, responsiveness & friendliness. A person of the highest character, sharing 100% in our mission and values
- Capable of creating/maintaining a culture of service, love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, & self-control.

- An achiever, hungry, & goal-oriented; loving excellence, not afraid to get their hands dirty & serve others in anyway to accomplish the mission and goals
- Genuinely caring, with a passion to ensure the needs of others are met and their lives are enriched
- Extremely responsive
- A team leader and player, chemistry with the team is a necessity
- A clear communicator with a positive, get-it-done attitude
- A motivator of others and self-motivated
- Resourceful (determined to solve problems when obstacles come up)
- The right personality fit of an outstanding team leader and general experience in aiding others to achieve results yet also humble and teachable, loving to grow and open to new ideas.
- Extremely adept at maintaining processes/systems with a team & reporting on progress
- Intentions to stay and grow with the company are a bonus

**Time Required by Position:** Typical hours are 9:00 AM to 5:00 PM in the office. Forty hours per week is the general expectation as we desire our team members to maintain a healthy work/life balance. Limited overtime may be required with pre-approval required. This position is an in-office position and can not be performed remotely without special approval.

**Additional Considerations:**

- Growing company with greater opportunities for promotion in the future.
- Always a variety of calls/requests/projects/stories so never bored.
- The team is great so the workload/schedule is nice.
- Great workplace environment, mission, and values.

**How to Apply:** Please submit your resume, a cover letter detailing your qualifications and interest in the position, and 3 professional references to [kelly@edencompanies.com](mailto:kelly@edencompanies.com).