

Director of Financial Planning & Analysis

About EchoStone

The EchoStone Housing System makes it easier for developers and contractors to design and build resource-efficient housing communities through the application of better building technologies. EchoStone empowers real estate developers to create better housing communities for all people by providing sustainable building solutions that reduce carbon, expedite construction, make affordable housing projects more profitable, and lower utility costs to owners. EchoStone challenges traditional building methods to suit the needs of community housing projects in emerging markets, enabling contractors to introduce and expand green building practices while improving productivity.

POSITION SUMMARY:

The Director of FP&A will be accountable for the successful preparation, delivery, and analysis of a comprehensive range of financial reports. These reports will be used for business planning and strategic and tactical decision making. The Director of FP&A must be knowledgeable of accounting and US GAAP rules, intercompany bookings and billings, investment accounting, and generally knowledgeable of tax principles. The Director of FP&A will also be responsible for ad hoc financial analyses as required by the business, as well as for the effective presentation of this material.

JOB RESPONSIBILITIES

- Manage monthly financial reporting processes for legal entities; this includes coordinating with internal partners to prepare financial statements, budget, variance analyses, and key performance indicators
- Comply with all deadlines for financial reporting and establish a work plan for timely completion
- Support the CFO of EchoStone in accounting and financial matters and assist with the global execution and strategy necessary to efficiently and timely achieve the company's objectives
- Review financial reports from portfolio companies for completeness and accuracy; identify any accounting errors or irregularities
- Complete and support regular and ad-hoc reporting, including informal and formal, internal and external documents, reports, graphs, charts and presentations
- Understand the company's planned position for tax purposes and account for and document such tax positions consistent with US GAAP
- Maintain tracking tools
- Final approval for expense reports
- Review business agreements, intercompany, and third-party loan documents to ensure proper accounting treatment for US and international accounting and tax purposes
- Responsible for month-end close processes, ensuring financial statements are accurately presented in QuickBooks
- Overseeing all accounts payable, accounts receivable, accounting, and bookkeeping functions, with possibility of managing growing staff
- Corporate tax risk mitigation, including treasury and funding mechanisms (booking, treatments, and banking)

CORE COMPETENCIES TO BE SUCCESSFUL:

- Strong modeling experience.

- Planning and reporting functional skills and experience
- Self-starting, independent thinker
- Detail oriented and well organized
- Work efficiently in an unstructured, dynamic environment
- Ability to quickly assimilate, process, and document information
- Good understanding of GAAP financial statements and accounting and audit procedures
- Strong problem-solving skills
- Emotional maturity to manage stress and ambiguity that comes with an entrepreneurial and innovative business
- Strategic, analytical, and forward-thinking skills
- Strong follow-through skills
- Strong communications skills (both written and verbal) and ability to communicate clearly to all levels in the organization, including a broad base of finance and business partners in other cultures
- Ability to convert cash basis into GAAP basis financial statements to satisfy reporting needs to investors and other end users

RECOMMENDED QUALIFICATIONS

- Bachelor's degree; M.S. in Accounting or M.B.A. with Finance/Business concentration a plus
- Strong mix of debit/credit and analysis experience.
- Ability to produce monthly financial reporting package.
- Experience with internal controls over financial reporting
- Demonstrated ability to achieve results
- Experience with QuickBooks or other accounting systems preferred
- Must be able to communicate effectively in a concise and professional manner
- Ability to multi-task in a fast-paced environment
- High proficiency with Microsoft Word, Excel, and PowerPoint required
- Willingness to travel some of the time to Rochester/Florida, with a regular presence in Rochester.

If you or someone you know is qualified and interested in this role, please forward their resume with a cover letter regarding their interest to Danae Gruszczynski at danae.gruszczynski@echohousing.com