



EXTERNAL JOB POSTING

Job Title:	Director of Finance
Department/Location:	Accounting/Finance
Reports to:	President
Position Supervises:	Accounting Manager and Financial Planning & Analysis Manager
Fair Labor Standards Act (FLSA) Status:	Exempt, Salary
Employment Status:	Full Time
Revision Date:	March 2021

JOB SUMMARY:

The Director of Finance is a member of Urban Land Interests’ (“ULI”) Executive Committee and has responsibility for all financial reporting, accounting functions, treasury management, interaction with lenders, managing the debt portfolio, communications with investors, as well as the oversight of risk management. The Director will provide expertise in analytics, accounting, forecasting, and reporting. The Director works collaboratively among all stakeholder groups within the family business enterprise, including the ULI Principals, family office representatives, the Operating Managers of the ULIP Properties, LLC (the holding company for core downtown properties), and a fiduciary Board of Directors consisting of three independent members and two family members. The Director of Finance optimizes ULI’s financial position by identifying opportunities for improvements to processes, forecasting, reporting and by providing timely, relevant insight into the financials.

ULI is a full service property management company with responsibilities focused on 1,400,000 rentable square feet of Class A office space located in downtown Madison, Wisconsin along with parking ramps containing more than 2,000 stalls. The portfolio of assets also includes residential properties containing 700 rental apartments that are mostly owned by the principals and a limited number of outside investors. The total value of the assets under management exceeds \$500M.

ULI works with nine different lenders and has a total portfolio debt of \$200M. ULI is focused on and organized to provide long term ownership of investment grade properties. The core assets have complex ownership structures using generation skipping family trusts.

The Director of Finance works with and oversees a team of eight accounting positions that are responsible for all financial reporting, payables, receivables, cash management and general ledger reporting, as well as full administrative management of the Yardi accounting system. Treasury management includes oversight of over 90 bank accounts with 11 different financial institutions.

ULI takes great pride in employing its own janitorial and maintenance staff which make up over 50 of the 125 team members delivering services with the goal of meeting our tenants’ needs and exceeding their expectations.

PRIMARY RESPONSIBILITIES:

- Provide executive level leadership to all aspects of financial planning and forecasting.
- Collaborate with the President and senior leadership team to develop and advance a strategic vision for the organization, by preparing timely financial reporting which can be used for proactive planning and forecasting.



- Develop and maintain strong working partnerships with internal departments and key clients.
- Serve stakeholders by providing timely and clear financial information, identifying opportunities to enhance reporting with the goal of providing the information needed to make effective real time decisions.
- Establishing and maintaining systems and procedures to produce timely, reliable, and comprehensive financial projections with insightful and timely analytics
- Oversee the management of the accounting and finance functions, overseeing all accounts, general ledgers, budgeting and forecasting, cash management and reporting systems ensuring compliance with appropriate financial reporting standards and regulatory requirements.
- Oversee and implement quarterly distributions to the principals and tax distributions as required.
- Work closely with the principals' CPA firm and designated family support resource on tax planning, tax returns, K-1's and property audits, and projecting owner's tax liability, as required.
- Work with lenders to provide loan compliance reports, guarantor support, personal financials of the guarantors and preparation of annual total portfolio cash flows and accurate summary of property values.
- Preparation of financial reports for the President to share with the Board of Directors, including a Treasurer's Report.
- Managing and tracking the performance of properties and operating companies in keeping with policies and investment guidelines.
- Maintaining internal controls and safeguards, and upholding a consistent system of checks and balances.
- Leveraging strengths and skills of the accounting team, helping to clarify roles and responsibilities and implement professional development programs in order to maximize and reach optimal individual, team and organizational goals.
- Optimizing the use of software and systems to build capacity, including implementation support of Corrigo work order system, and Chatham debt management software.
- Managing risks by ensuring policies, limits, and strategies are in compliance with applicable regulations, rating agency standards, and strategy.
- Be a leader in modeling and advancing the culture of the company as defined in the Vision, Mission and Values presented below.

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting, finance or other related field.
- 10 or more years of finance experience.
- 7 or more years of progressive strategic leadership and management experience.
- Experience in real estate and family business a plus.
- CPA desirable.



REQUIRED KNOWLEDGE AND SKILLS

- Exercise mature judgement within broadly defined practices and policies.
- Decision making based on analysis, collaboration, experience, and judgement.
- Demonstrated team player with active participation in meetings.
- Proven success in selecting, evaluating, engaging and developing team members.
- Strong planning and project management skills.
- Strategic leader with unquestionable integrity to follow financial rules/regulations, and uphold the highest commitment to confidentiality.

URBAN LAND INTERESTS' VISION, MISSION AND VALUES

VISION

ULI will create and sustain exceptional buildings and tenant relationships that strengthen our communities.

PEOPLE-FOCUSED CORE VALUES

Our employees, working with a shared vision of creating and sustaining buildings and tenant relationships that strengthen our communities, are the fundamental strength of our company. We achieve this vision through our people-focused core values.

- Tenants are the most important stakeholders in our business. Only by satisfying tenants first do we have the opportunity to satisfy our other stakeholders.
- Our employees are the fundamental strength of our company. We are a company that attracts, develops, retains, and provides opportunity for people who are committed to our shared vision and values. We will foster an environment of mutual respect and accountability.
- We build trust by acting with integrity in everything we do.
- We create value for the owners of the properties we manage and for our company by generating profit that allows us to do more for all of our stakeholders: tenants, owners, employees, and our communities.
- We improve the quality of the urban environment in the communities we are part of.
- ULI will remain an independent privately held company responsible for long term management of our properties.

MISSION

Urban Land Interests manages, operates, and invests in real estate with the perspective of long-term owners committed to improving the value of every building. We build long-term relationships with our tenants by providing services that anticipate and meet their needs and exceed their expectations. We create buildings of exceptional quality that provide attractive living and working environments by paying relentless attention to the details that separate good enough from outstanding.

TO APPLY

Qualified candidates may forward resume and cover letter to Human Resources at HR@ULI.COM and include **"Director of Finance"** in the subject line.