



**Position:**

Seeking Controller or CFO

**Contact:**

Please e-mail cover letter and resume to:

Tom Heimsoth

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**Development Description**

Heritage Harbor Ottawa is projected to be the premier marina resort community in the Midwest, located in Ottawa, IL, designed to deliver an upscale resort lifestyle, on a magnificent 142 acre waterfront parcel. The resort development is approved for as many as 700 residential units in a mix of detached and attached homes. The marina has a designed capacity for up to 450 boat slips with very high-quality marina amenities.

Heritage Harbor is focused on developing a community with a broad spectrum of attractive homes, timeless architecture, walk-able neighborhoods, and a premium 32-acre marina, a dry stack boat storage facility, various commercial components with planned space for retailers, multiple food and beverage opportunities, along with resort-oriented hospitality projects.

**Primary Accounting Responsibilities and Tasks**

- Oversee all financial operations and direct corporate financial planning and structure
- Manage banking relationships
- Manage Insurance
- General Journal Accounting Monthly/Quarterly/Annually
- Coordinate, analyze and report the financial performance to Management (financial performance, projections, and other special projects as required)
- Manage divisional budgets, projections, and expenses
- Maintaining constant awareness of the company's financial position and cash flow management
- Identify patterns in company spending and revenue; create and propose solutions to any problem areas
- Strong understanding of M&A and the ability manage the due diligence process
- Ability work on ad hoc projects

**Primary Business Development and Real Estate Development Responsibilities and Tasks**

- Compensation incentives based on unit development and absorption
- At least 2 years of a successful business development or real estate development career
- Proven history of generating new business and contacts
- High level of self-discipline for daily sales activities like phone/email outreach, setting appointments, researching prospects, and tracking leads throughout the sales cycle
- Have an inner sense of urgency to execute and generate tangible results
- Enjoys networking, meeting people and building relationships
- Collaborative and a team player, yet also able to work independently and be self-motivated



- Good communicator: strong writer, listens well, speaks articulately, and comfortable leading presentations

#### **Key Competencies and Characteristics**

- 2-5 years of real estate development or related industry experience
- Experience in the analysis, acquisition, entitlement, development and marketing of residential and commercial land
- Excellent financial analysis, modeling, and projection skills
- Strong knowledge of GAAP Financial Statements
- Ability to prepare and present consolidated F/S to Management and Third Parties
- Assist and manage accounting staff
- Solid understanding of financial statements, capital structures, and valuation techniques
- Solid Quickbooks experience
- Banking and finance experience related to real estate development
- Construction accounting experience a plus
- Home Owners Association experience a plus
- Hospitality accounting experience a plus
- Strong work ethic, organizational skills, ability to multi-task, and resourcefulness
- Excellent PowerPoint and Excel
- Highly detail oriented with the ability to not lose sight of the big picture

#### **Education and Training**

- Bachelor's Degree in Accounting/Finance
- 5+ years Accounting experience
- Extensive experience with financial modeling