



**Company:** Farpoint Development, LLC  
**Position:** Associate Development Administrator  
Construction Draw Administrator/Project Controls

**Office:** Chicago, IL

**Responsibilities:** The Associate Development Administrator will be responsible for processing construction draws, coordinating with various parties and tracking and obtaining documentation. The primary focus of this role is to support Farpoint Development's Bronzeville Lakefront development on Chicago's near south side. This position will also assist the development and asset management teams with various needs. An accounting background is key in helping understand how transactions will affect the project books. The ideal candidate will be an initiative-taker with an eye for detail.

Specific responsibilities include, but are not limited to:

**Project Budget & Draws Process:**

- Manage construction draw process for each development project
- Maintain and ensure accuracy of the sworn owners statement, project budget, construction budget and payment tracking throughout the cycle of construction
- Maintain a record of all contracts with general contractors, process payment applications in accordance with those contracts including the gathering of interim and final lien waivers, affidavits and other collateral documents required per the contracts
- Process all project invoices, gather required approvals, ensure timely payment to vendors
- Review and process tenant allowance documentation
- Compile and ensure draw packages are accurate and complete
- Coordinates draws with team, lender, title company, inspectors and others involved in projects draw process
- Submit funding/capital call requests and coordinate and monitor with accounting

**Contract Administration:**

- Review partnership agreements, loan agreements and vendor contracts for key requirements, draw process, insurance, close out requirements and milestones
- Assist with the drafting and execution of construction agreements and change orders
- Gather and file all project documentation, including project close-out paperwork

**Insurance:**

- Track Vendor Insurance Certificates
- Coordinate with team and insurance agent in obtaining developer required insurance

**Other:**

- Maintain good working relations with all vendors, handle inquiries, resolve disputes and prepare account reconciliations as required
- Ad hoc projects requested by Asset Management and Development team
- In person/in office 3 days a week

**Qualifications:**

Qualified candidates must possess the following:

- Undergraduate degree in accounting, financing, project controls or equivalent related work experience
- 3-5+ years administering construction draws or equivalent experience
- Real Estate, Construction Accounting, Insurance and Title industry experience is a plus
- Proficient in MS Office (Word, Excel, Outlook), and PMWeb or Construction Management system
- Strong organizational, written, and verbal communication skills
- Detail orientated, ability to multitask and adjust to growing Company
- Ability to support multiple projects and prioritize competing demands
- Positive person with strong interpersonal skills

**Benefits:**

Farpoint Development offers a competitive salary (+ benefits, insurance, 401k, etc)

**Contact:**

Please submit cover letter and resume to Suzanne Kahle (skahle@farpointdev.com). Candidate should be prepared to submit references, if requested.

**Company Info:**

Farpoint Development was founded by a group of established, knowledgeable, and passionate developers who over the past 30+ years have a proven track record across a broad spectrum of asset sizes and types. We specialize in finding undervalued commercial real estate properties and investing in them to realize their full potential. In achieving this realization, we pride ourselves on building trust and confidence with our employees, investors, and vendors. We believe that people are our most important assets. Through this culture and discipline, we have been able to successfully produce unparalleled returns for our investors.



*Farpoint Development will not sponsor visas for these positions and will not hire individuals whose work eligibility is based on their F-1 or other student visa status. Candidates must be able to work in the United States on a permanent basis.*

*Farpoint Development is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Farpoint Development makes hiring decisions based solely on qualifications, merit, and business needs at the time.*