



Controller

April 2025

WHO WE ARE

Founded in 2011, **Timberlane Partners** is a Seattle-based real estate investment, development, and asset management company specializing in multifamily real estate. Led by an experienced team, Timberlane has successfully acquired and developed over \$1 billion of real estate assets throughout the West Coast and Mountain West. We pride ourselves on our disciplined, entrepreneurial approach, fostering long-term partnerships, and consistently delivering outstanding risk-adjusted returns.

ABOUT THIS POSITION

The **Controller** will oversee Timberlane's financial operations, providing critical insights and leadership to maintain accurate financial reporting, robust internal controls, and compliance across the company's multifamily and hospitality investment portfolios. Reporting directly to the Director of Finance or COO, the Controller is integral to operational excellence, process optimization, and strategic financial planning.

Job Title: Controller

Job Type: Full-Time

Location: Seattle, WA (Hybrid – minimum 4 days/week in office)

Reports to: Director of Finance or Chief Operating Officer

Company: Timberlane Partners

PRIMARY RESPONSIBILITIES

- **Financial Oversight:** Lead and supervise financial reporting, budgeting, forecasting, and compliance across investment portfolios. Collaborate with external property management accounting teams to ensure the accuracy of financial statements.
- **Operational Management:** Manage relationships with external payroll processors, third-party fund administrators, auditors, and tax professionals.
- **Internal Controls:** Design and implement effective internal controls to promote transparency, reduce risk, and ensure regulatory compliance.
- **Team Leadership:** Oversee, mentor, and develop a team of accounting professionals to drive productivity and professional growth.
- **Operational Efficiency:** Continuously refine processes, leveraging software systems such as Yardi Voyager and Microsoft Office 365 to enhance reporting and decision-making capabilities.
- **Business Cycle Management:** Apply expertise from managing previous business cycles to guide strategic planning during periods of market growth and volatility.
- **Stakeholder Communication:** Serve as a key liaison between executives, investors, and departmental leaders, aligning financial strategies with organizational objectives.

QUALIFICATIONS:

- Bachelor's degree in Accounting required; CPA or CMA strongly preferred.
- Minimum 8 years of experience in real estate accounting, including investment funds, syndications, and joint ventures.
- Proven expertise with Yardi Voyager software is essential.
- Strong foundation in GAAP and real estate investment fund accounting.
- Exceptional proficiency in Microsoft Office 365, particularly Excel.
- Previous public accounting experience highly desirable.
- Hands-on, proactive leadership style with a commitment to exceptional internal and external customer service.
- Resilient and adaptable in fast-paced, evolving environments.
- Experience with Juniper Square investor portal a plus.

COMPENSATION:

- Salary range of \$110,000 to \$150,000 annually (opportunity for an annual discretionary bonus)
- Employer-paid premiums for medical, dental, and vision coverage
- Health Care and Dependent Care Flexible Spending Accounts
- Employer-paid life insurance
- Long-term disability insurance
- Employee Assistance Program
- 5% employer-matched 401(k) plan (available after 1 month)
- 20 days of paid time off (PTO)
- 10 paid holidays
- Professional licensure expense reimbursement
- Significant mentorship and career advancement opportunities

APPLICATION PROCESS:

- Please visit timberlanepartners.com/open-positions and click 'Apply' - this will redirect you to the LinkedIn job posting to submit your resume.

Timberlane Partners is an equal opportunity employer committed to fostering a diverse and inclusive workplace. Qualified candidates of all backgrounds are strongly encouraged to apply.

