



TIMBERLANE

Assistant Controller

June 2025

WHO ARE WE:

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:

Timberlane seeks an **Assistant Controller to lead fund accounting, reporting, compliance, and operational control across our expanding real estate fund platform**. Reporting to the Controller, this role combines hands-on fund accounting expertise with internal control oversight, audit coordination, and team leadership to ensure accurate financial reporting, smooth investor relations, and strategic process development.

Job Title: Assistant Controller

Job Type: Full-time

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

Reports to: Controller

Company: Timberlane Partners

KEY RESPONSIBILITIES:

Fund Accounting & Financial Reporting

- Supervise and validate fund-level general ledgers across all active investment vehicles.
- Oversee preparation and review of quarterly and annual GAAP-compliant financial statements.
- Manage trial balances, journal entries, and intercompany transactions, ensuring integrity of financial books.

Capital Accounts & Waterfalls

- Oversee LP capital contributions, commitments, and distributions consistent with Limited Partnership Agreements.
- Validate and approve fund waterfall calculations, including preferred returns and carried interest.
- Lead capital call and distribution processes, partnering with Investor Relations to ensure accurate and timely communication.

Treasury, Cash & Facility Management

- Oversee daily cash management, including reconciliations, liquidity forecasting, and credit facility drawdowns/repayments.

Audit, Tax & Compliance

- Lead annual fund audit coordination: prepare workpapers, liaise with auditors, and ensure timely resolution of issues.
- Oversee tax filing support and K-1 preparation; ensure LPA and investment policy compliance.

Internal Controls & Process Improvement

- Design and enhance internal controls, policies, and procedures to support scalability.
- Lead implementation and enhancement of fund accounting in Yardi moving manual workflows to automated processes.

Investor Reporting & Stakeholder Support

- Work with Investor Relations to ensure timely and accurate reporting to LPs.
- Assist in producing performance reports, investor dashboards, and other fund-level analytics.
- Support fundraising efforts through performance modeling and fund/base data compilation.

Team Leadership & Collaboration

- Mentor accounting staff, set development goals, and contribute to performance reviews.
- Coordinate with internal stakeholders (both cross departmental and leadership) and oversee external providers.

Fund Launches & Structuring Support

- Drive fund and SPV setups, including accounting entity structuring.
- Participate in new fund launches—system UAT, accounting setup, and reporting procedures.

QUALIFICATIONS:

- Bachelor's degree in Accounting or Finance; CPA strongly preferred.
- **6–10+ years in real estate or private equity fund accounting**, or prior Assistant Controller/Manager roles.
- Strong technical proficiency in GAAP, partnership accounting, capital account management, waterfall models.
- Experience with fund accounting platforms ideally in Yardi and advanced Excel skills.
- Proven expertise in audits, tax coordination, treasury management, and credit facility oversight.
- Demonstrated leadership in process improvement, system implementation, and stakeholder engagement.

PREFERRED EXPERIENCE:

- Real estate private equity fund exposure (closed-end, open-end, development funds).
- Experience with complex fund launches and multi-entity structures.
- Advanced certifications (MBA, CFA, CMA) and comfort in fast-growing environments.

COMPENSATION:

- Salary range of \$120,000 to \$140,000 annually
- Opportunity for an annual discretionary bonus of 15-25%
- 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
- 401(k) plan with employer-matched of up to 4%: 100% of the first 3% contributed, 50% of the next 2%
- 20 days of paid time off (PTO)
- 10 paid holidays
- Professional licensure expense reimbursement
- Significant mentorship and career advancement opportunities

APPLICATION PROCESS:

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

Timberlane is committed to a diverse and inclusive staff. We are interested in hearing from people who can work with diverse communities. Candidates of all backgrounds are strongly encouraged to apply.



timberlanepartners.com