



## ASSOCIATE/ASSISTANT CONTROLLER

- Full-time
- Industry: Private Equity & Real Estate firm
- Location: Long Island, NY (May live in Queens) or Orange County, Los Angeles County CA.
- Some virtual support through stay-at-home guidelines

**Background:** Founded in 2016, Keystone is a real estate investment firm dedicated to creating maximum value for our investors and firm while improving the world at the same time. Our culture is one of working together to further these goals as well as the personal growth of all individuals involved.

**Job Description:** We are looking for a results-driven and confident Associate Controller to improve and support our organization's accounting operations and support the execution of our investment platform. The ideal candidate should possess strong analytical skills, have exceptional problem-solving skills, be extremely detailed oriented, be highly organized, and be a team player. Private equity and real estate experience a bonus.

**Responsibilities will include (but are not limited to) the following:**

### Financials

- Implementing and ensuring compliance with industry-recognized accounting practices throughout the firm. Evaluating and managing risk. Establishing and monitoring internal controls.
- Overseeing and preparing financial reports and analyzing financial data. Ensuring accuracy of financial information.
- Supporting and at times coordinating the audit processes.
- Assisting with agency filings.
- Managing accounting records and entities.
- Budgeting & forecasting. Managing expenditures.
- Streamlining and supporting accounting functions and operations.

### Investor relations

- Communicating, organizing, and managing/supporting investor processes. Must have strong communication and writing skills.

### Qualifications Required:

- Bachelor's degree in finance, accounting, or related field.
- Accounting and controlling experience.
- Data-driven and strong attention to detail.
- System and process-oriented.
- Proficient with Microsoft Office Word, Excel, and Outlook.
- Excellent verbal and written communication skills.
- Ability to work as part of a team.

### Top Five Defining Skills

- Ability to identify, develop, monitor internal accounting controls.
- Strong accounting skills.
- Self-starter, problem solver, and team player. Support all team members on the accounting side of the business and understand KNPRES's business season schedule. Maintain professionalism and set an example for peers and junior employees.