

WRIGHTWOOD CAPITAL JOB DESCRIPTION

TITLE: Manager, Financial Reporting

DEPARTMENT: Accounting and Finance

REPORTING TO: Controller

Company Overview

A commercial real estate investor with a credit point of view, Wrightwood Capital puts credit discipline at the center of its investment strategy. Whether investing for its own balance sheet, or on behalf of investors through funds, Wrightwood Capital uses a tested credit process to implement a range of customized structured debt and equity strategies.

Wrightwood Capital has made over \$5.4 billion of loans and investments since 1997, and currently manages \$2 billion in assets. Smart commercial real estate operators and investors have learned to depend on Wrightwood Capital's views on risk, credit and capital flows, as well as its ability to custom-tailor credit and equity structures to fuel their real estate business plans.

Job Duties and Responsibilities

This position plays a pivotal role in overseeing the ongoing accounting and financial reporting of the Company's real estate assets, coordination of the tax reporting and planning process and oversight of various other accounting functions. The position requires someone who is willing to roll up their sleeves and take a hands-on approach to the role. There is a high degree of interaction with the Senior Director, Financial Operations, Chief Financial Officer, and the other members of the Executive Management Team of the Company. Additionally, there is significant interaction with key constituencies, both inside and outside of the Company, including investors, lenders, vendors and associates throughout the Company.

Responsibilities include:

Financial Reporting

- Create and refine the processes and controls needed to ensure the consolidated financial information is prepared in an accurate and timely manner
- Oversee the preparation of monthly and quarterly reporting for all assets at the individual asset and corporate levels
- Manage annual audit and tax process
- Preparation of quarterly financial information submitted to senior lenders and subordinated debt holders for debt compliance
- Perform research and issue recommendations on the implementation of new GAAP accounting and tax guidance
- Review of daily cash activity and monthly accruals
- Supervise accounts payable and payroll functions

- Responsibility of preparing analyses of higher level Company compensation related programs
- Analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems

Other general responsibilities:

- Contribute to a culture of continuous improvement
- Co-supervise staff accountants with Controller and other Financial Reporting Managers
- Participate in staff development and review
- Other assignments as may be necessary by supervisor

Position Specifications

- BS in Accounting
- Certified Public Accountant
- 6-8 years of accounting experience
- 4+ years GAAP accounting and tax experience
- 3+ years commercial real estate / financial service related experience
- Solid experience in project and process management
- Strong interpersonal and leadership skills
- Excellent analytical skills
- Well-organized and detail-oriented
- Ability to work well in a fast paced and dynamic environment
- Ability to learn quickly and manage multiple priorities
- Solid working knowledge of relevant software applications
- Ability to work within defined deadlines