



FAIRWAY AMERICA

Title: **Controller/Accountant/Finance Manager**
Classification: Full-Time, Exempt
Department: Finance
Reports to: Chief Financial Officer
Location: Portland, Oregon
Salary Range: \$50,000 Base
\$5,000-\$10,000 Individual Performance Target Bonus
\$10,000-\$15,000 Profit Sharing Target Bonus

\$65,000-\$75,000 Total Target Compensation

HELP US TAKE FAIRWAY AMERICA TO THE NEXT LEVEL!

"As CEO of Fairway America, I am looking for a talented and experienced controller to manage and lead our finance team. The successful individual in this critical position will be responsible for the oversight, administration and hands on running of our overall finance team. Working with the CEO/Chief Financial Officer and the VP of Operations/IT, the decisions you make and effectiveness you demonstrate will be a vital factor in our performance. As we significantly grow our loan portfolio during the next few years, this exciting position will have a big impact on the company's overall success."

John Brooke, CEO/Chief Financial Officer

At Fairway America, we are committed to our **core values**:

Focused, Driven and Committed
Accountable and Responsible
Interdependence and Collaboration
Respect, Trust and Integrity
Winning Attitudes
Approachable, Open Communication
You Make Fairway Fun!

These values are alive at our company and we live them every day while pursuing our purpose of ***"Honorably doing worthwhile deals that create value, wealth, dignity and superior returns for all parties involved"***. If a deal is not worthwhile for everyone (our borrowers, investors, referral sources and Fairway America), we'd rather not do it at all.

For the "A player" looking for something special and who can answer "yes" to all of the following questions, this is the opportunity for you.

- Do you live by the expression "Say what you are going to do and do what you've said?"
- Can you balance listening and understanding with the need to be firm?
- Are you comfortable and confident in a high-profile role within the organization?
- When the game is on the line, do you want the ball in your hands?

- Is it more important for others to respect you than to necessarily be your friend?
- Do you hate office politics as much as we do?
- Are you seeking an atmosphere of open and direct communication, clear and mutually established priorities and expectations, and a culture of performance and accountability?
- Are you professional and results driven?
- Are you committed to win?
- Do you exceed people's expectations on a regular basis?
- Do you have a passion to succeed?
- Do you want to make a big mark on the success of our company that can clearly be seen by everyone?
- Do you want to work at a company that is driven to reshape its industry?

If you answered "yes" to these questions, we want to meet you!

Our Company

Fairway America is a successful locally owned and privately funded commercial real estate lending and investment firm. Through a simplified and streamlined process, Fairway America provides financing solutions for people who are unable or unwilling to get financed by more traditional lending sources. Everyday, Fairway America helps borrowers solve difficult problems, meet pressing deadlines, or take advantage of excellent opportunities. While assisting these borrowers, we also enable our investors to earn above average returns they are unable to get elsewhere. As many brokers and lenders have gone out of business or are struggling mightily, our conservative lending approach has enabled us to weather this storm and positioned us to take advantage of unprecedented market opportunities while helping people who are otherwise unable to locate financing.

The Position

Fairway is seeking a Controller to oversee the finance department. Initially, this position will be hands-on all financial aspects. As the company grows, the Controller will have the opportunity to add other accounting positions which would report to the Controller.

Responsibilities

- Overall responsibility for accurate financial reporting and meeting deadlines.
- Creating consolidating financial statements for all Fairway related entities for monthly internal use and annual audits along with written summary page.
- Coordinate and lead annual CPA audit.
- Handle all bank covenant reporting.
- Analyze current software, recommend any changes and implement the recommendation.
- Continuously improve all systems between departments.
- Ensure internal controls are robust and being followed.
- Ensure all electronic and paper filing system are current and well organized.
- Create a new budgeting process that also tracks actual expenses.
- Accountability for identifying and reducing unnecessary expenses through vendor account analysis.
- Handle intercompany transactions.
- Provide accurate data for daily operating Flash Reports.
- Maintenance of clean GL.
- Payroll administration currently though outside service.

- Complete monthly bank reconciliations and balance sheet support schedules.
- Accounts payable operations including data entry and payments.
- Cash management and wire transfers.
- Back-up to CFO on certain banking relationships during absences.
- Future management of accounting staff is a growth opportunity.
- Special projects and additional duties as required.
- The ideal candidate will be able to make and implement many of the above decisions on his/her own once competency has been demonstrated to senior management.

Qualifications

At Fairway America, your values, abilities, and demonstrable track record of success are more important than direct experience. That being said, an ideal candidate would have the following:

- Bachelor's degree in accounting. CPA preferred.
- Min 5-7 years experience in a progressive accounting/finance management role.
- Excellent analytic skills and strong attention to detail.
- Strong computer use skills including specifically Word, Excel, Outlook and accounting software.
- Background checks required.
- Some management or supervisory experience preferred.

Benefits

Fairway America is committed to maintaining a motivated, positive work environment full of great people who share, demonstrate, and live our core values. Take pride in working for a company that lives its core values, vision and mission/purpose and continually provides tangible value and benefit to its employees, brokers, borrowers and investors. Our benefits include:

- Excellent base salary
- Individual bonuses based on performance
- Company profit sharing participation (no waiting period)
- Medical & dental coverage
- Matching 401K plan
- Cafeteria plan (section 125 plan)
- Short term disability policy
- Company paid ongoing training and personal development
- Vacation, personal time off and company paid holidays
- Outstanding working environment
- Family friendly atmosphere and culture
- Working with other "A players" with a burning desire to win

Apply

If you feel you are an "A player" and are up for our challenging, demanding, and rigorous hiring process, and would like to join a dynamic, growing company, please begin your application process by going to our career center at:

<http://fairwayamerica.com/jobopp04.php>

Phone calls are not accepted.