



Cohere Life, Inc.  
Job Description

Job Title:	Director, Accounting	FLSA Status:	Exempt
Reports To:	Vice President, Accounting & Finance	Location:	Glendale, AZ

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### Summary

The Director, Accounting (the “Director”) is responsible for the management, day-to-day and long-term achievements of Cohere’s accounting team. The Director will lead, coach, motivate and inspire a team of dedicated professionals who are passionate about providing exceptional accounting services to Cohere’s clients. The Director will oversee all aspects of accounting, finance and revenue management for community entities managed by Cohere. This position requires a cooperative and positive attitude, with exceptional analytical abilities and excellent follow through. The Director will embrace and demonstrate the core values of Trust, Reciprocity, Spirit, and Legacy while striving to exceed team and partner expectations; they will set the tone for professionalism and model exceptional customer service that demonstrates our commitment to our core values.

### Scope

- Oversee and lead Cohere’s accounting team that carries out all aspects of accounts receivable, accounts payable, revenue management, collections, financial reporting, general ledger, and budget process for residential and commercial entity clients.
- Develop and maintain internal accounting policies and procedures following Generally Accepted Accounting Principles (GAAP); evaluate and recommend opportunities to incorporate technology and other improvements to existing processes.
- Ensure fulfillment of Cohere’s contractual obligations and scopes of work; provide professional guidance on matters specific to Cohere’s accounting and financial management approach.
- Produce monthly financial statements, reports, and variance analysis; ensure timely delivery of financial statements in accordance with the management contract requirements.
- Oversee the accounts payable and accounts receivable processes, revenue management and collections processes, ensuring the highest level of accuracy.
- Oversee transaction privilege tax process; 1099 and 1096 production; association property tax payments, ensuring deadlines are met.
- Work collaboratively with Developer partners and board(s) of directors to maintain sufficient funds by forecasting cash requirements and obligations; coordinate and ensure subsidy requests are submitted and remitted in a timely manner.
- Execute accounting policies and procedures as established by board(s) of directors; ensure the accounting team fulfills all requirements per community governing documents and Cohere’s management contract.
- Support Board appointed committees and assign appropriate staff support, as needed.

- Establish and maintain a professional working relationship with subject matter experts, vendors, and agencies in partnership with the Association(s) and Cohere.
- Manage association investments in compliance with board of director(s) adopted investment policies.
- Oversee annual audits and tax processes while collaborating with Cohere community life team and board(s) of directors.
- Cultivate mutually beneficial partnerships between Cohere team members, board(s) of directors, developers, and other stakeholder entities important to the success of the accounting and finance team.
- Produce Annual CAM Reconciliations for commercial entities in accordance with the annual budget.
- Attend and participate as requested in board(s) of directors' meetings which may occur in the evenings.
- Fulfill other duties as assigned.

### **Attributes**

- Purposeful; establishes and conveys a sense of purpose that is in alignment with the values.
- Motivating, inspiring; brings out the best in team members and stakeholders.
- Strong background in accounting and financial reporting
- Excellent analytical and problem-solving skills
- Excellent computer and database skills
- Excellent written and verbal communication skills.
- Excellent organizational skills with a strong attention to detail and accuracy
- Must be able to function and meet deadlines in a dynamic, fast paced environment; ability to manage multiple entities.
- Must be highly customer service oriented and responsive with a high need for closure.
- Demonstrate a high level of integrity, honesty, and respect.
- Must maintain a positive, professional approach in all internal and external interactions.
- Demonstrate initiative - ability to think, work, and make independent decisions based on sound judgment.
- Committed to personal growth, ongoing process improvement and team development.
- Able to work independently and as a part of a team.
- Conscientious and dependable work ethic
- Project a positive and professional demeanor
- Willingness to take on additional responsibilities as needed.

### **Knowledge | Experience**

- CPA required.
- Bachelor's Degree in related field required.
- Minimum five years experience managing a team of professionals.
- Experience with Accounts Payable and Accounts Receivable functions required.
- Experience in budget processes and forecasting required.
- Customer service experience required.
- Ability to effectively communicate one-on-one with residents and stakeholders is essential; comfortable presenting to large and small groups.

- Experience in Financial Statement production required.
- Experience with 1099 & 1096 Production; 1120-H Tax Returns; and the Audit Process preferred.
- Proficiency in Microsoft Office Suite, including Word, Excel and Outlook required.
- VMS (Village Management Software) knowledge preferred.
- Knowledge of community association accounting, operations, community amenities, and community governance preferred.
- Knowledge of real estate development a plus
- Proficiency in database management

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**Cohere is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.**