

**PACIFIC TOWER PROPERTIES, INC.**  
**PTP MANAGEMENT, INC.**  
**JOB DESCRIPTION**

**Title:** *Controller*  
**Department:** *Accounting*  
**Reports to:** *President*  
**FLSA:** *Exempt*

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***Supervises***  
Accounting staff

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***General Function***

The Controller has direct management and responsibility for the design, implementation and supervision of all accounting systems, financial reporting, financial controls, treasury functions and tax matters. The Controller is also responsible for the internal control procedures to protect the assets of the Company and to ensure that the controls are followed.

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***Major Activities (Typical Duties/Responsibilities)***

1. Oversee Company's accounting function to ensure accounting services and reporting are timely and accurate. Develop, implement and update, as necessary, accounting policies, procedures and financial systems. Adopt changes to accounting policies as GAAP is amended and to meet Company and third party client reporting needs.
2. Establish, implement and monitor internal controls.
3. Responsible for oversight of payroll and benefits function including compliance with applicable laws, union agreements and employee benefit programs, including the Employee Retirement Income Security Act ("ERISA").
4. Responsible for internal and external reports and analysis of financial results and projections, including monthly operating results, annual operating and capital budgets, cash forecasts, long-term projections, special reports and analysis.
5. Responsible for the Company's fiduciary financial and accounting obligations to third party clients including capital and operating budgets, monthly operating statements, long-term projections, and other financial reports and analysis as appropriate.
6. Presents budgets and financial results to executives through verbal and written reports.
7. Responsible for compliance with all federal, state and local regulatory agencies as they relate to property and sales tax.

8. In conjunction with CIRI's Accounting Department, provide reports and other requested information regarding the annual audit process.
  9. In conjunction with CIRI's Accounting Department, assist in the identification of issues that require special state and federal income tax analysis and have potential implications to CIRI. Provide input as appropriate to CIRI's Accounting Department as necessary in the preparation of state and federal income tax returns.
  10. Responsible for the administration of the Company's accounting system including the integration of the system's functionality and business processes, chart of accounts, upgrades, maintenance and overall system integrity.
  11. Other duties as assigned and necessary to meet the Company's objectives.
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#### ***Skills/Abilities***

- A strong understanding of GAAP, procedures, theories and standards adopted by the Financial Accounting Standards Board with the ability to apply concepts in practical situations.
  - Ability to develop comprehensive work plans for short, mid-range, and long-term projects and manage such projects and perform many of the related project tasks.
  - Competence to manage an accounting department including the ability to delegate duties to best utilize staff and create a smooth balanced workload. Creative problem solving skills are essential.
  - Understanding of federal, state and local income tax rules and regulations.
  - Strong knowledge and understanding of financial matters and demonstrated ability to apply financial concepts in practical situations. Ability to develop and monitor internal controls. Ability to create cash management systems and work with financial institutions to maintain the Company's banking relationships.
  - Strong communication skills, both oral and written, and demonstrated ability to communicate accounting and financial concepts in a manner which is easily understood by non-financial professionals. Emphasis on ability to produce logical and concise financial reports.
  - Strong knowledge of complex financial accounting systems including the ability to plan system implementations, upgrades and maintenance.
  - Ability to work effectively with company-wide management and staff.
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#### ***Minimum Experience***

Undergraduate degree in accounting or finance. Minimum of five years of experience at a major accounting firm, a large diversified corporation with real estate interests or commercial real estate investment company reaching the level of Controller or similar

position; or any combination of experience and education that provides the required skills, knowledge and abilities. Progressive leadership experience with increasing responsibility required. CPA designation is strongly preferred.

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***Required Contacts***

- Board of Directors, management, staff of Pacific Tower Properties, Inc. and PTP Management, Inc.
  - Third party clients of the Company
  - CIRC officers, staff and affiliated entities
  - Financial and/or banking community
  - Staff of CPA, law and other firms
  - Regulatory and taxing agencies
  - Members of other trade and business organizations
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***APPROVAL***

***Incumbent:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

***Supervisor:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_