Vice-President of Finance

Founded in 1987, Penn-Florida Companies is an owner and full-service developer of luxury, high-profile real estate. With its headquarters located in Boca Raton, Penn-Florida specializes in creating ultra-luxury, one-of-a-kind residential, commercial and hospitality projects throughout the state.

This is an opportunity to join a leader in the real estate industry in a challenging position that will interact directly with ownership, senior management, and external stakeholders.

The Vice-President of Finance will report to the Chief Operating Officer and oversee the general Corporate Finance functions for the company. The successful candidate will have excellent analytical, project management, interpersonal skills, and be expected to partner with senior management to understand key business drivers and identify synergistic opportunities.

Duties:

- Assist CFO in financing activities including the sourcing and closing debt and equity transactions
- Develop financial models for various real estate related financings, acquisitions & developments
- Work with Development Team on Cash Flow requirements for various development activities
- Create equity and debt presentations for internal & external analysis and 3rd party stakeholders
- Prepare Investor Relations communications with oversight from CEO/COO/CFO
- Review and negotiate term sheets, documents, and other legal documents necessary for successful financial transaction closings
- Perform and coordinate acquisition and development financial due diligence, including pro-forma analysis, market comps, and sensitivity analysis
- Monitor financial results on developments and existing operating assets, maintain and analyze financial data for planning and management, and assist in ongoing financial projections
- Prepare and report on quarterly debt covenant compliance, loan maturities and extensions
- Interface with accounting and asset management as relates to external financial reporting
- Manage third party brokers on dispositions & recapitalizations of projects
- Foster teamwork among departments to achieve financing goals as well as serve as a leader and mentor to other team members

Knowledge & Skill Requirements:

- Bachelor’s degree in Accounting, Business or Economics, MBA is a plus.
- 5+ years of Real Estate Finance experience, 10+ years total Finance related experience
- Proficiency in Microsoft Office Suite, including but not limited to advanced Excel, intermediate PowerPoint, general word processing skills, and basic working knowledge of Argus software
- Flexibility in managing competing priorities and changing expectations
- Ability to work with highly sensitive and confidential information
• Excellent ability to communicate detailed information in concise format to Senior Management
• General Accounting knowledge and skills
• Exemplary communication and presentation skills
• Superior analytical and financial modeling skills
• Direct experience in the negotiation of debt and equity documentation
• Ability to work well in a team environment as well as independently and be self-driven