

**Position Title:** Director of Finance, Turtle Bay Development

**Department Name:** Finance & Accounting- Arete Collective

**Location:** Hawaii

**Reports to:** Director of Accounting, Development

**Office & Travel Requirements:** Onsite with limited travel required

**FLSA classification:** Exempt

**Created/updated on:** January 2025

**Position Summary:**

The Director of Finance will serve as the onsite finance and accounting leader for the Turtle Bay project ("Project") and is responsible for the financial oversight of the Project, executing Turtle Bay's long-range financial direction, and delivering short-term financial goals and objectives.

Areté Collective leverages a Centralized Finance Team ("CFT") located in Salt Lake City, UT to provide leadership and support for all project teams. The Director of Finance will be a skilled navigator, expertly guiding the financial ship through day-to-day operations and solving problems. This person will work with the CFT to ensure timely closing and reporting of financial results and financial forecasts to drive the Project forward. This position will report to the Director of Accounting, Development, Arété Collective.

**Key Responsibilities:**

1. Business Planning, Decision Support & Performance Advisory:
  - Take a lead role in the annual planning and budgeting process.
  - Lead complex financial analyses, directly, or with the support of the CFT.
  - Provide support and advice to the CFT regarding tax strategies.
  - Assist with the execution of the annual audit.
2. Capital Project Management:
  - Own, manage and enhance tools for job costing, budgeting, forecasting and reporting on capital projects.
  - Ensure project risks are effectively assessed, and actions are taken to mitigate.
  - Execute detailed and comprehensive Contract Management (to include certificates of insurance, lien releases, etc.).
3. Reporting & Performance Management:
  - Partner with the CFT to execute weekly cash flow forecasting and monthly reporting.
  - Conduct regular variance analysis to compare actual financial performance against budgets and forecasts, identifying trends, discrepancies, and areas for improvement.
  - Own and drive the forecasting for development capital project costs and development operations costs.
4. Financial Operations, Governance and Risk Management:
  - Lead the onsite execution of the project's daily financial and accounting operational responsibilities.
  - Manage and monitor financial controls and overall risk management for the Project.
  - Partner with the CFT to implement proper cost accounting and controls.
  - Assist the CFT with fund-raising, compiling historical data, ensuring compliance with reimbursement requirements, etc.

- Mentor and train team members, including new and existing, in areas such as forecasting, planning, financial systems for non-finance users, and other finance related tools.

5. Accounting Oversight:

- Oversee project accounting for all real estate development projects, including tracking budgets, costs, and capital expenditures.
- Manage the preparation of project-specific financial statements and reports for internal and external stakeholders.
- Ensure compliance with GAAP, tax regulations, and reporting requirements.
- Prepare and coordinate audits related to development projects
- Collaborate with CFT, legal, and operations teams to structure and account for complex real estate transactions, including sales & acquisitions of real estate.

**Minimum Qualifications: Applicants must minimally meet these to be considered for the role.**

- Bachelor's Degree in Accounting. MBA and/or CPA preferred but not required.
- Minimum of 7-10 years of relevant Finance experience, with at least 3-5 years in a leadership role.
- Experience building and improving accounting processes, controls, and systems in accordance with accounting principles (US GAAP)
- Highly skilled in Word and Excel

**Additional Requirements:**

- NetSuite and Hyperion software experience a plus, but not required
- Excellent written and oral communication skills
- Ability to communicate with professionals at all levels

**Supervisory Responsibilities:**

The Director of Finance does not currently have direct reports.

**Working Conditions**

1. The Director of Finance works onsite in the office at the Turtle Bay Development site 5 days a week
2. Must be able to lift 25lbs

**Travel**

Occasional travel may be required.

**EMPLOYEE ACKNOWLEDGEMENT**

I have received a copy of this job description and have had the opportunity to ask questions about and discuss the contents herein with my supervisor or another company representative. I understand that this job description is not a contract of employment, express or implied, between the Company and me, nor should any representations, verbal or otherwise, be construed as committing the Company for employing me for any definite term. I understand that my employment with the Company is at-will, which means that either the Company or me may terminate the employment relationship at any time for any lawful reason, with or without notice.

I understand the duties and responsibilities assigned to me. I understand that the responsibilities listed herein are not all inclusive and I may be asked to perform other duties as required. Furthermore, I understand that they are intended as guidelines and, as necessary, may change over time.

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Employee Signature

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Date

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Print Name