

Position: Assistant Controller



**Reports to:** Senior Vice President and Corporate Controller

**Overview:**

The Assistant Controller will assist in the oversight of the accounting department of Pebblebrook Hotel Trust, including the financial reporting, general ledger, and hotel accounting areas.

**Position Responsibilities:**

- Supervise and review work prepared by the accounting managers, seniors and staff accountants.
- Own the preparation and review of SEC filings including the 10Q, 10K, and 8Ks, proxy statement and supporting schedules.
- Research and interpret technical accounting guidance and assist with implementation of new accounting standards.
- Review, assess, and document accounting and financial reporting implications of complex transactions and special projects.
- Ensure successful completion of annual integrated audit by functioning as the primary contact with the external auditors.
- Ensure company accounting policies and procedures are updated and research and develop new accounting policies and procedures as necessary.
- Maintain and develop internal audit processes and procedures and oversee control testing in compliance with COSO at hotel properties and entity level.
- Lead accounting acquisition or disposition activities.
- Collaborate on planning, direction, and goal setting for the accounting group.
- Directly oversee balance sheet reconciliations and capital purchases for a portfolio of properties.
- Liaison with asset management, finance, and investment groups.
- Assist with special projects and ad-hoc requests, as necessary.
- Train, develop and mentor the accounting managers, senior and staff accountants; coordinate annual performance reviews and trainings.
- Assist with wire transfers and other treasury functions.

**Requirements:**

- A minimum of five years of public accounting experience is required and additional corporate experience a plus.
- CPA license is required.
- Direct experience with public companies as an auditor or corporate experience is required.
- Experience with REITs a plus.
- Technical and analytical capability and ability to identify potential issues and complete the necessary research.
- Willing to be hands on and assist in all areas when required.
- Ability to apply technology and systems to improve processes.
- High standards for integrity and accuracy.
- Strong character, intellectual curiosity and professional skepticism.
- Detail-oriented with attention to detail, strong documentation skills and rigorous work paper standards.
- Strong organizational skills, ability to plan and prioritize work and meet deadlines.
- Excellent verbal and written communication skills.
- Knowledge of the Uniform System of Accounts for Hotels.

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- Intermediate knowledge of Microsoft Office and IT aptitude.
- Strong Excel skills.