



POSITION: Development Cost Manager

REPORTS TO: Managing Director of Design and Construction

Dotted Line Reporting to Managing Director of Asset Management

POSITION SUMMARY:

Silverwest Hotels (“Silverwest”) has an exceptional opportunity for a motivated, experienced self-starter. Silverwest values and cultivates a supportive, collaborative and collegial work environment which helps the company to attract and retain the best talent in the industry. Silverwest is focused on adding value in the hotel investments space and every position, including this one, plays essential role in turning each Silverwest project into a success story. The Development Cost Manager will provide the direct administrative, project management and commercial construction accounting support to the Managing Director of Design and Construction who oversees Silverwest’s development, renovation, and capital expenditure projects. The Development Cost Manager will partner with the Managing Director of Asset Management on generating status reporting and financial summaries for development projects.

RESPONSIBILITIES:

- As part of a goal-oriented development team and in collaboration with development, construction, accounting and legal teams, the Development Cost Manager will:
 - participate in the generation and implementation of the projects’ financial plans/budgets;
 - translate the estimates and proformas from its original format into the cost tracking framework and reporting system;
 - project and manage cash flow on ongoing basis.
- In collaboration with Project Managers,
 - create and track cost estimates and perform cost analysis;
 - update projects cost reports and compile monthly construction distribution /draw requests;
 - analyze all transactions and work unforeseen costs into the budget via change orders - tracking against project contingency.
- Prepare monthly project status reports and financial summaries.
- Translate the detailed construction reporting into investor and/or lender level summaries.
- Review contracts, purchase orders, invoices and payment applications.
- Report any financial risks and budgetary discrepancies to management for review.
- Perform market trends research and project construction-related price increases/decreases.
- Augment and maintain historic cost database.

- In coordination with hotel operations teams, track progress on capital projects at operating hotels.
- Perform other duties as required.

REQUIREMENTS:

- Bachelor's Degree related to accounting, economics, real estate, valuation, business or similar.
- 3-5 years of experience in accounting, commercial construction and/or development.
- Cost accounting experience is beneficial, with a strong understanding of accounting principles.
- Knowledge and experience in project-based financial reporting, budgeting, and forecasting.
- Understanding of commercial insurance policies and bonding.
- Project management and estimating skills desired.
- Strong attention to detail, with excellent analytical and time management skills.
- Effective verbal and written communication skills.
- Experience with industry standard construction cost management software (i.e. Timberline, Prolog, etc.) beneficial.
- Must be collaborative, with a positive attitude and commitment to excellence.

COMPENSATION

- Base salary and incentives will be commensurate with experience.
- Competitive benefits program(s).

DESCRIPTION OF COMPANY

Silverwest Hotels, LLC ("Silverwest"), is an investment and management company formed in 2014 by experienced hotel and resort executives Edward Mace and Charles Peck. Silverwest currently owns and manages a growing number of hotels and developments in destinations such as Colorado, California, Missouri, Iowa and Hawaii. The company is a joint venture that brings Silverwest Hotel Partners LLC together with the institutional management platforms and expertise of Platform Ventures, LLC and an affiliate of Global Endowment Management. Platform Ventures, LLC, based in Kansas City, is a firm that, through certain asset management subsidiaries, manages and invests in real estate, real estate-related assets, real estate technologies and real estate-focused companies located throughout the United States. Global Endowment, based in Charlotte, NC, is an independent investment manager offering an endowment-style investment program to institutional investors, family offices, individuals and other sophisticated investors. Please note, nothing herein constitutes a solicitation to invest in any products managed by Silverwest Hotels LLC, Platform Ventures, LLC or Global Endowment Management LLC.

Silverwest Hotels, LLC's portfolio of Marriott, Hilton and Hyatt branded properties consists of three full service and three select service and extended stay hotels located in Colorado, Hawaii, Iowa and Missouri. Silverwest also has two hotels in the current development pipeline.

For more information about Silverwest Hotels LLC please visit www.silverwesthotels.com.
Please e-mail your resume to Careers@SilverwestHotels.com