

# JEFF PORTERFIELD

[porterfield.jeff@gmail.com](mailto:porterfield.jeff@gmail.com) · (314) 630-2254 · <http://www.linkedin.com/in/jeffporterfield/>

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Commercial Real Estate professional with 14+ years of experience focused in Finance & Accounting

## **CORE COMPETENCIES**

Corporate Real Estate · Workplace Solutions (Facility Management) · Asset Management · Property Management · Budgeting & Forecasting · Financial Reporting · Transaction Management · Lease Administration · Project Management

## **PROFESSIONAL EXPERIENCE**

- CBRE**                      Bayer (Monsanto)                      **Senior Finance Manager**                      (Aug 2015 – Present)  
*The world's largest commercial real estate services and investment firm with more than 100,000 employees and \$21.3b in revenue*
- Key member of RFP pursuit team including Yellow Pad participation to grow business from Monsanto's 2 site (4m sq ft) St. Louis portfolio to Bayer's 13 site (8m sq ft) nationwide portfolio
  - SME for Master Service Agreement and Statement of Work between CBRE and Bayer; Assist Legal w/ amendments
  - Create Account level KPIs affecting at-risk/incentive fees; Submit ideas and verify all Account cost savings
  - Led quality control external audit of MSA/SOW to ensure contract compliance resulting in 'no findings'
- Finance Manager**
- Responsible for developing annual operating budget and monthly forecasting for \$40m+ in annual spend for Bayer's St. Louis real estate portfolio including 4m+ sq ft of office, labs, power plant, etc. and 400+ acre campus
  - Budget annually and forecast monthly for revenue and account profitability for the Global Workplace Solutions (GWS) division of CBRE which includes Facility Management, Project Management, and Transaction/Lease Mgmt
  - Supervise a team of 6 that supports financial analysis, accounts payable, purchasing, capital planning, and sourcing/contract management including hiring, compensation planning, and performance evaluations for all
  - Sourcing oversight includes vendor management, contract & PO creation for 100+ suppliers with \$20m+ spend
  - Various other tasks and ad hoc reporting including – Fleet Management, credit cards, and Benchmarking program
- Cushman & Wakefield**                      St. Louis, MO                      **Assistant Accounting Manager**                      (Jan 2011 – Aug 2015)  
*A leading global real estate services firm with 53,000 employees and \$8.8b in revenue*
- Assisted with managing and relationship building for KBS Realty Advisors and Clarion Partners' strategic client accounting teams as well as a commercial real estate portfolio in the Washington D.C. Market
  - Direct supervision of 4 employees; Helped supervise and motivate a 20-person team
  - Performed financial statement reviews for strategic clients monthly to ensure timeliness and quality of reports delivered including SOC1 compliance, income statement variance explanations, and balance sheet tie-out
- Senior Accountant**
- Full-cycle property accountant for a multi-client portfolio consisting of over 2.5 mil sq. ft. of Class A office buildings. Clients include Stahl RE Co. and DH Realty Partners
- CBRE**                      Memphis, TN                      **Senior Accountant Accountant**                      (Nov 2006 – Dec 2010)
- Worked independently, with minimal supervision, as a full-cycle property accountant for a portfolio consisting of office, retail, medical, and industrial buildings. Clients: Lauth, Cabot Investment, BPG Properties, and HDG Mansur
  - Acted as a single point of contact for Clients, AR, AP, Cash Management, and Real Estate Managers by exhibiting clear understanding of both cash and accrual accounting, CAM recs, Straight-Line Rent, etc.
  - Exceeded minimum internal audit requirements for controls (SAS70 compliance)

## **EDUCATION**

**(MBA) Master of Science in Business Administration with electives in *real estate development***  
**UNIVERSITY OF MEMPHIS · Memphis, TN · Magna Cum Laude**

**(BSBA) Bachelor of Science in Business Administration with concentration in *finance*; minor in *accounting***  
**CHRISTIAN BROTHERS UNIVERSITY · Memphis, TN · Cum Laude**

**RESTRICTED**

### **COMPUTER SKILLS**

Budgeting: TM1 Perspectives/Cognos, Siteplan, SAP · Property Mgmt: MRI, Yardi, JDE, Peoplesoft · Accounts Payable: Coupa, Ventura, TAP, Nexus Systems, and Avidxchange · Depreciation: BNA Fixed Asset Mgmt · Microsoft Office suite

### **VOLUNTEER**

- Junior Achievement Bowl-a-thon: Organized 3 teams and \$2k in donations to fund 4 classes
- United Way: Leadership Giver

### **AWARDS**

- CBRE (R.I.S.E. Award of the Year – 2017)
- Cushman & Wakefield (Mentor Award – 2015)