

Job Title: Senior Financial Coordinator

Job Location: Boston, MA

Company: Cushman & Wakefield

Job Description:

Provides general accounting and occasional administrative support to assigned property and portfolio managers.

Principal Responsibilities

Creating accounts payable batches for invoices received from assigned properties; calculating monthly management fees, creating invoices and accounts payable batches to ensure payment; creating sundry and other non-recurring batch charges for assigned properties; preparing accruals and other adjusting journal entries, if necessary, and creating journal batch entries; assisting in preparation of monthly and annual operating budgets; monitoring collections on tenants' accounts by generating periodic accounts receivable aging reports and following up with property managers; performing research as directed; maintaining basic supporting schedules to accounting records; and providing auditors with supporting documentation for audits.

Responsibilities also include completing filing as required; answering team phone lines and other basic administrative duties as assigned.

Qualifications

The ideal candidate will have an Associates Degree in Accounting and/or 3-5 years of accounts payable experience.

Strong MS Office (Word, Excel, PowerPoint); experience with YARDI or MRI a plus.

Required Skills

Good analytical, mathematical, organizational and oral and written communication skills required. Ability to multi-task and meet deadlines with minimal supervision is essential for success. Real Estate experience is helpful.

If you have the skills necessary to thrive in a fast paced environment, we offer a competitive salary, excellent benefits package and a genuine career opportunity.

Contact Information

Interested candidates please send resume to boston.resumes@cushwake.com.