

# Bulfinch

Position: Property Accountant  
Location: Boston, MA  
Category: Financial Reporting/Accounting

## Who we are:

Bulfinch is a third-generation commercial real estate firm specializing in the acquisition, development, repositioning and management of properties. Our disciplined approach, entrepreneurial mindset, depth of experience and focus on meeting the needs of our tenants and partners have produced an enviable track record and roster of tenants and investors. We approach every real estate transaction with passion, ambition and dedication to superior service.

We are looking for a stellar Property Accountant that embodies our core values to join our group! This person will be a team player assisting the team with accounting, financial analysis and reporting for real estate partnerships and other related entities.

## What you will do:

- Perform important accounting functions such as reviewing daily cash activity, preparing monthly bank reconciliations and ensuring tenant accounts are up-to-date and vendor payments are properly coded prior to payment in order to keep all accounts accurate and in good standing
- Assist in the preparation of all monthly, quarterly and annual financial statements for investors, lenders and internal users, as well as annual reconciliations of tenant operating and real estate tax escalations
- Provide support in the annual budgeting process, quarterly re-forecasting process, preparation of monthly reports, depreciation and fixed asset schedules, annual tax returns, and revenue and expense variance analysis for review by senior management
- Review and develop a comprehensive understanding of all mortgage documents and management, joint venture and operating agreements for assigned properties
- Compile year end reporting packages and related schedules required for the annual audits
- Work with Lease Administration, Tax, Finance and Legal Departments to obtain necessary information for the compilation of the annual financial statements
- All other projects as assigned



**What you'll need:**

- BA/BS degree in Business Administration, Accounting or Finance required
- 1 to 3 years of accounting experience required. Previous accounting experience in a commercial real estate setting or related industry is preferred
- Strong computer skills with proficiency in MS Office suite and experience with real estate general ledger accounting systems (Yardi preferred)
- Self-motivated person who thrives in a dynamic work environment
- Ability to interact in a team-oriented environment and show a willingness to collaborate and multitask
- Strong written and verbal communication skills
- Excellent organizational skills, strong attention to detail and the ability to manage multiple priorities, while meeting deadlines
- High degree of personal integrity and ability to work effectively in a fast-paced team environment
- Ability to work independently, as well as part of a team
- Adaptability to changing demands
- Effective problem-solving skills

Please submit all resumes to [hr@bulfinch.com](mailto:hr@bulfinch.com) and reference the BOMA job board.