

Company name: CBRE
Position title: Associate Real Estate Accountant
Position type: Full Time
Salary: Commensurate
Location: Boston, Massachusetts- 02101

Associate Real Estate Accountant

RESPONSIBILITIES

Under general supervision, applies cash accounting principles to prepare, analyze, maintain and deliver complete and accurate financial reports for basic portfolios of CBRE clients and properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Completes basic level accounting transactions in preparation of client financial statement packages. Creates and posts journal entries. Ensures that all expenses, receipts, owner's distributions, funding requests and other transactions for the accounting period have been accurately posted.

Generates and reviews financial packages for accuracy and comprehensive reporting. Prepares packages on a schedule to ensure timely delivery to the client and other management teams.

Adheres to Client Accounting Policies and Procedures (CAPP) to ensure internal and external reporting requirements are consistently met.

Reviews and audits funding and payment requests for accuracy, documentation and authorization in accordance with established operating procedures.

Responds to and resolves issues and requests from management teams and clients regarding various accounting issues and reports, including Profit and Loss statements. Researches open accounting issues and recognizes potential issues and/or conflicts so corrective action can intercept and minimize issues.

May participate in budget and forecasting functions for assigned property portfolio.

Coordinates work with other team members within single point-of-contact (SPOC) guidelines.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

No formal supervisory responsibilities in this position. May provide informal assistance such as technical guidance and/or portfolio-specific training to co-workers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Accreditation or degree from a two-year program with emphasis in accounting or finance required plus a minimum of two years accounting or finance experience required.

Degree from a four-year college or university program with an emphasis in accounting, finance or related field preferred.

Recent college graduates are strongly encouraged to apply.

CERTIFICATES and/or LICENSES

None

COMMUNICATION SKILLS

Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor.

FINANCIAL KNOWLEDGE

Requires a basic knowledge of Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards Board (FASB) regulations including a basic knowledge of financial terms and principles to include accounting methods (cash, accrual, and full GAAP).

REASONING ABILITY

Ability to understand and carry out general instructions in standard situations. Ability to solve problems in standard situations. Requires basic analytical skills.

OTHER SKILLS and ABILITIES

Intermediate knowledge of computer software and hardware (i.e. Microsoft Office Suite Products). Ability to work in multiple accounting software applications.

SCOPE OF RESPONSIBILITY

Decisions made with general understanding of procedures and company policies to achieve set results and deadlines. Errors in judgment may cause short-term impact to co-workers and supervisor.

SAFETY

Responsible for personal safety and the safety of those who are affected by your work. This includes but is not limited to:

1. Complete all required and assigned HSE training at a satisfactory level,
2. Follow all activity policies and procedures, including all HSE-related requirements at all times,
3. Participate in all HSE-related programs & activities as required, including incident investigations, interviews, auditing and assessment, etc.
4. Report any conditions which you feel could result in an accident or injury and / or stop work if required.

Apply online: <http://cbre.contacthr.com/89960155>