

Property Accountant

Downtown Boston Property Management Company currently seeks a Property Accountant with strong analytical and technical skills. This take-charge individual will be responsible for the financial management of a portfolio of properties for third party clients.

Responsibilities include but not limited to:

- Accurate and timely processing of all accounting and reporting aspects of a portfolio of properties.
- Prepare monthly financial packages and supplemental financial information for properties in his/her portfolio, which include but not limited to accruals, prepaids, depreciation and cash flow.
- Ensuring the timely payment and accurate recording of mortgage payments, real estate payments and insurance payments.
- Prepare annual financials and respond to questions pertaining to year-end work with outside auditors.
- Maintain cash books on a daily basis, which includes wiring distributions to investors.
- Provide Property Managers with cash analysis for determining payables to pay.

Requirements:

- Bachelor's degree in Accounting
- At least 3 years' experience in real estate accounting
- Proficient with excel as well as MRI, Yardi and Timberline



About Hunneman

One of Boston's leading privately held full service commercial real estate firms, Hunneman offers a unique and independent culture that focuses on our team members and collaboration. We provide property management services, brokerage for both landlords and tenants, financing of properties and investment sales. Located in the Boston's Seaport District, we take pride in our innovative office space and our growing team!

Hunneman offers a flexible schedule including a prearranged hybrid work from home/office schedule.

If interesting in joining our team, please submit your resume to Ashley Melanson at amelanson@hunnemanre.com