

Downtown Boston Property Management Company currently seeks a smart and energetic **Staff Accountant**. Responsibilities of the Staff Accountant include:

Account Receivable

- Assure proper and timely recording of cash receipts
- Input monthly charges (i.e. CAM, Tax and Electric Charges)
- Prepare aging details and trial runs
- Monthly write-offs and analyses
- Monthly Billing
- Filing of cash receipts & change Schedule
- Set up new tenants/leases in respective accounting systems

Accounts Payable

- All Transactions and Processes related to A/P
- Prepare back-up for all the billable expenses
- Perform weekly check runs
- Setup new vendors; maintain and file A/P records
- Perform A/P portion of month-end process to ensure timely review and posting of transactions
- Prepare annual 1099/1096 filings

Skills:

- Positive attitude, good work ethic and a team player but works well independently
- Must be detail oriented with excellent organizational skills
- Ability to work under minimal supervision, strong problem-solving skills, excellent time management and self-motivation
- Highly skilled in Excel
- Experience with Timberline, Yardi and MRI Accounting Software a plus
- 1-3 years of Accounting Experience



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!

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