

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' properties in his/her portfolio.
- 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

Contact Information:

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