

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 accounting functions such as booking and posting entries, reviewing daily cash activity, and preparing monthly bank reconciliations. Ensure tenant accounts are up-to-date and vendor payments are properly coded prior to payment. 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

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- Support the senior accountants/controllers with Development, Construction, Property Management, and other business teams to provide financial information, reporting and budget support, as needed
- Support the senior accountants/controllers with monthly development funding requisitions, as needed
- Support system improvement initiatives, including streamlining and automating processes, converging accounting systems and enhancing internal controls.
- 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
- Must have experience in Yardi real estate accounting system
- Strong computer skills with proficiency in MS Office suite
- 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