

**Position:** Associate, Senior Property Accountant

**Department:** Financial Reporting

**Reports To:** AVP, Controller

## About Us:

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.

## Purpose:

The Senior Property Accountant position is responsible for assisting with the accounting, financial analysis and reporting function for real estate partnerships and other related entities.

## Responsibilities:

- On a monthly basis, update accounting records for institutional investors by gathering, recording, and reconciling information on Yardi and/or MRI
- Review tenant accounts to ensure they are billed for base rent and additional charges in accordance with their lease and investigate and resolve all discrepancies noted
- Prepare annual reconciliations of tenant operating and real estate tax escalations for assigned properties
- Ensure the accurate and timely processing of daily cash receipts for assigned properties
- Research and assess vendor payments to ensure they are properly coded prior to payment
- Assist in the preparation of all monthly, quarterly, and annual financial statements for investors, lenders, and internal users
- Assist in the annual budgeting process, quarterly re-forecasting process and preparation of monthly reports for review by senior management

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- Prepare revenue and expense variance analysis on a quarterly basis and investigate and document any material fluctuations
- Review and develop a comprehensive understanding of all mortgage documents and management, joint venture, and operating agreements for assigned properties
- Assist with monthly development funding requisitions
- Prepare depreciation and fixed asset schedules on a quarterly basis
- Assist with the preparation and review of annual tax returns when necessary
- Compile year end reporting packages and related schedules required for the annual audits
- Work with Asset Management, Tax, Finance and Legal Departments to obtain necessary information for the compilation of the annual financial statements
- Assist with ad-hoc projects and other duties as assigned

## Qualifications:

- BA/BS degree in Business Administration, Accounting or Finance required
- 3 to 5 years of commercial real estate accounting experience required
- Must have Yardi experience, MRI experience a plus
- Strong computer skills with proficiency in MS Office suite
- Ability to adhere to strict deadlines
- Self-motivated person who thrives in a dynamic work environment
- Ability to interact in a team-oriented environment and to obtain information needed from various teams to do the periodic reporting
- 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

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- May coach and train junior members of the team
- Ability to work independently, as well as part of a team
- Adaptability to changing demands
- Effective problem-solving skills

Bulfinch provides a team-oriented environment that promotes professional development within a supportive and friendly culture. We offer competitive salaries and benefit packages.

The Bulfinch Companies, Inc. is an Equal Opportunity & Affirmative Action Employer