

At Cushman & Wakefield, we employ the most talented professionals and invest in superior resources and technologies to provide our clients with innovative advice and bottom line results.

The talent of our extraordinary people and the culture and business approach we foster, coupled with the exceptional, creative services we provide and the results we deliver worldwide for owners, occupiers, and investors are what really distinguishes Cushman & Wakefield from all other real estate service firms.

Cushman & Wakefield is currently seeking qualified candidates for the following position:

Client Accounting Coordinator – Boston, MA

Job Summary

Under direct supervision, this entry level accounting position performs various clerical accounting tasks according to standard operating procedures. These tasks may include processing invoices, cash receipts and/or time cards, and completing related documentation and reporting functions.

Principal Responsibilities

Processes receipts, invoices, time sheets, etc. by verifying accuracy of documentation and balances, compiling data and preparing appropriate forms and reports. Enters various data into appropriate systems to complete or update spreadsheet information. Maintains integrity of database accounting systems by regularly updating files, reports and spreadsheets that may include tenant, client and vendor lists, purchase order account balances, time sheet data, billings or similar information. Performs daily entry functions of budget, purchase order adjustments, journal entries and expenditures. May prepare various spreadsheets, reports and data lists, as assigned. May support others with account reconciliation functions. Responds to tenant, vendor, client and staff requests for account information. Performs other accounting, clerical and administrative tasks which may include word processing, emails, preparing bank deposits, fund transfer checks, answering phones, handling mail, etc.

Minimum Qualifications

2 years of accounts payable experience and Associates Degree in Accounting or related field preferred or Bachelors Degree in Accounting.

Required Skills

Good analytical, mathematical, organizational and communication skills required. Understanding of basic accounting and finance. Working knowledge of accounts payable, receivable and expenditure control. Strong MS Office skills; experience with YARDI or MRI a plus. Real Estate experience helpful.

If you have the skills necessary to thrive in a fast paced environment, we offer a competitive salary, excellent benefits package and a genuine career opportunity. Please email your resume to boston.resumes@cushwake.com.

No Phone Calls/Agencies Please
Equal Opportunity/Affirmative Action Employer