



Chestnut Hill Realty

Accounting Assistant (Chestnut Hill, MA)

Work for an award winning, growing Property Management company where you will have the training you need to add to your skill set, the schedule you want to maintain a great work-life balance, and the pay and benefits you deserve. Learn new skills and make a positive impact on people's lives every day. We are a family owned company where you are not a number, but a valued member of our team.

Chestnut Hill Realty's mission statement is "Managing People's Homes with Pride. The **Accounting Assistant** is essential in making our mission possible. This position gives you exposure to full scale accounting procedures such as invoices, accounts payable, accounts receivable, check runs, financial reporting. Successful Accounting Assistants are mathematically or financially savvy, have an interest in accounting and are willing to learn. Prior experience desired, but not required; strong Excel and Office skills are a must.

Chestnut Hill Realty is looking for an Accounting Assistant to join their team in **Chestnut Hill, MA**. Picture yourself working in Boston, without the hassle of taking the T or paying for parking. You will be involved in the entire accounting process from start to finish. Every day is different – demanding, rewarding, and fun.

Don't have Property Accounting Experience? Don't worry! All you need to be successful is to be interested in working with and learning from all types of people. We provide an environment fostered by continuing professional growth through mentorship, collaboration and career development. We offer annual performance reviews with the opportunity to earn raises and advancement opportunities. We even have an Accounting Appreciation Day every year to recognize your efforts and a way to say "thank you".

Some of the benefits to you:

- **Attractive total compensation package with hourly base pay**
- The person in this position is empowered to drive their own success by learning and taking on different tasks
- **Excellent benefits package** including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off, PTO for volunteer hours
- Chestnut Hill Realty apartment discount
- Great work-life balance
- Opportunities for professional development and career growth
- Opportunities for recognition and personal development
- Strong promote-from-within company culture
- Training is provided
- Positive work environment

If you are self-motivated and have accounting, finance or customer service experience, we want to hear from you.

All candidates are subject to a pre-employment background check.