



Chestnut Hill Realty

Construction Accountant (Chestnut Hill, MA)

Work for an award winning 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.

Chestnut Hill Realty is looking for a Construction Accountant to join our Construction and Development team. Picture yourself handling day to day accountant responsibilities associated with construction projects. Use your accounts payable and accounting skills to help the internal project management team and contractors play a crucial role in renovating our apartments.

As a Construction Accountant, you will:

- General accounting including accounts receivable, accounts payable and job costing.
- Complete month-end journal entries
- Create, update and generate documents such as contractual documents including transmittals, requests to bid and requests for information (RFI).
- Assist with creating Job Cost Billing
- Review financial reports
- Assist in preparation and entry of Overhead and Project budgets

Are you the right person for the job?

- The ideal Accountant will have 2+ years of accounting experience. Previous experience in construction accounting preferred.
- Must be proficient with Microsoft Programs (Word, Outlook, Excel) and computerized accounting systems (Timberline preferred).
- Must possess interpersonal communication skills in order to effectively interact with vendors, subcontractors, team members, and other business contacts.
- Ability to effectively work under pressure, reassess daily competing priorities and proactively meet deadlines

Some of the benefits to you:

- Competitive compensation
- Excellent benefits package including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off, PTO for volunteer hours
- Student Loan Debt Repayment program
- Chestnut Hill Realty apartment discount

All job offers contingent upon satisfactory background check.