



Chestnut Hill Realty

Property Accountant III (Chestnut Hill, MA)

Responsible for performing financial analytics and maintaining the proper accounting of both income and expenses of specific real estate assets, including:

- Maintaining general ledgers, accompanying reconciliations, and supporting financial documents.
- Conducting monthly Financial Statement and budget variance analysis.
- Identifying and correcting discrepancies, posting accruals, and maintaining the accuracy of financial data.
- Preparing monthly Financial Statements.
- Preparing quarterly Lender Financial Statements.
- Preparing and reconciling quarterly / annual sales tax returns for multiple states.
- Assisting with budget preparation and performing a variety of financial analyses including budget variance analysis, analyses of single-variable distributions and bivariate associations, balance sheet analyses, expense analyses, receivables turnover, bank reconciliations and other analytical projects.
- Preparing annual financial reconciliations for multiple entities, and prepare financial data for submission to the auditors for tax return preparation.
- Ensuring that bank reconciliations are prepared and reviewed timely on a monthly basis.
- Performing general ledger reconciliation and identifying and solving errors in account balances and making appropriate adjustments.
- Collaborating with property management staff providing operational direction, technical assistance, and performing budget variance analysis.

A qualified candidate will have either a Bachelor's degree (or a foreign equivalent degree) in Accounting, Finance or a closely related field and three years of experience performing internal accounting or a Master's degree (or a foreign equivalent degree) in Accounting, Finance or a closely related field and one year of experience performing internal accounting. Must also have (i) working knowledge of debits and credits, the accounting cycle and account classifications, (ii) experience maintaining general ledgers and related accounts, (iii) experience with financial reporting and accounting specifically for real estate assets and (iv) experience with the End of the Month processes. Must have strong experience with MS Office applications, excellent time management skills and ability to meet deadlines and strong analytical skills.

Apply via email by submitting you resume to resumes@chestnuthillrealty.com.

All job offers contingent upon satisfactory background check.