

**Position:** Associate, Property Accountant  
**Department:** Financial Reporting & Accounting  
**Reports To:** VP, Senior Controller

## About Us:

Bulfinch is a third-generation commercial real estate firm specializing in the acquisition, development, management, and repositioning of commercial properties in Greater Boston. Since 1936, Bulfinch has taken a unique approach to creating value in commercial real estate and has successfully evolved and adapted to industry changes and the needs of all our stakeholders. The firm was founded on a commitment to our employees and the culture we began cultivating 85+ years ago embodies our entrepreneurial spirit and sense of family.

We are looking for a stellar Property Accountant that embodies our core values to join our group! This person will be a team player assisting the team with accounting, financial analysis and reporting for real estate partnerships and other related entities.

## Role + Responsibilities:

- Perform accounting functions such as booking and posting entries, reviewing daily cash activity, and preparing monthly bank reconciliations. Ensure tenant accounts are up-to-date and vendor payments are properly coded prior to payment. Keep all accounts accurate and in good standing
- Assist in the preparation of all monthly, quarterly, and annual financial statements for investors, lenders, and internal users, as well as annual reconciliations of tenant operating and real estate tax escalations
- Provide support in the annual budgeting process, quarterly re-forecasting process, preparation of monthly reports, depreciation and fixed asset schedules, annual tax returns, and revenue and expense variance analysis for review by senior management
- Review and develop a comprehensive understanding of all mortgage documents and management, joint venture, and operating agreements for assigned properties
- Compile year end reporting packages and related schedules required for the annual audits
- Work with Lease Administration, Tax, and Legal Departments to obtain necessary information for the compilation of the annual financial statements
- Support the senior accountants/ controllers with Asset Management, Construction, Property Management, and other business teams to provide financial information, reporting and budget support, as needed
- Support the senior accountants/ controllers with monthly development funding requisitions, as needed
- Support system improvement initiatives, including streamlining and automating processes, converging accounting systems and enhancing internal controls.
- All other projects as assigned



#### Requirements:

- BA/BS degree in Business Administration, Accounting or Finance required
- 1 to 3 years of accounting experience required. Previous accounting experience in a commercial real estate setting or related industry is preferred
- Experience with Yardi real estate accounting system strongly desired
- Competency using Microsoft Office Suite with proficiency in MS Excel
- Self-motivated person who thrives in a dynamic work environment
- Ability to interact in a team-oriented environment and show a willingness to collaborate and multitask
- 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 follow established procedures and policies
- Ability to work independently, as well as part of a team
- Ability to prioritize tasks, multi-task, reliable and committed to meeting deadlines in a fast-paced environment
- Adaptability to changing demands
- Effective problem-solving skills

The heart of Bulfinch is our people. We are committed to the individual growth and development of our most important asset - our team members. Bulfinch offers top-tier benefits and career-enhancement opportunities to all employees. We celebrate diversity and are committed to creating an inclusive environment for all employees. Bulfinch is proud to be an Equal Opportunity Employer.

As an equal opportunity employer, Bulfinch is committed to a diverse workforce. If you are a qualified individual with a disability or a disabled veteran, you have the right to request a reasonable accommodation if you are unable or limited in your ability to use or access Bulfinch's career website as a result of your disability. You can request reasonable accommodations by emailing Human Resources at [hr@bulfinch.com](mailto:hr@bulfinch.com) or by calling 781-707-4000 and asking for Human Resources. Thank you for your interest in Bulfinch.