



Assistant Controller (Chestnut Hill, MA)

Chestnut Hill Realty's mission statement is "Managing People's Homes with Pride". 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 has an exciting opportunity for an Assistant Controller to join our Corporate Team! As an Assistant Controller, you will oversee the accounting staff and support the Controller in the day to day accounting, reporting, and analysis of financial information. Picture yourself working in Boston, without the hassle of taking the T or paying for parking. Every day is different – demanding, rewarding, and fun!

As an Assistant Controller, you will be responsible for:

- Staff management to include hiring, training and developing & managing performance
- Prepare Monthly Financial Statements for multiple properties
- Advise accounting and property management staff on financial and accounting matters
- Oversee: General Ledger, Accounts Payable, Accounts Receivable and cash receipts.
- Insure timely completion and review of general ledger analysis and bank reconciliations.
- Perform a variety of financial and budget analysis
- Assist in the development of annual property and corporate budgets.
- Assist with the implementation and upgrades to new and existing software systems and documentation of procedures
- Complete special projects/assume additional responsibilities as assigned

Are you the right person for the job?

- A minimum of five (5) years of accounting experience (real estate accounting preferred)
- Strong managerial and supervisory skills with a minimum of one (1) year managing accounting staff
- Accounting or Business Administration degree required. Bachelor's degree or Master's degree preferred
- Proficiency in Microsoft Office Suite including Word, Excel & Outlook, MS Teams
- Strong written and verbal communication skills
- Strong analytical abilities
- Knowledge of Yardi or computerized accounting systems
- Understanding of Generally Accepted Accounting Principles (GAAP), General Ledger, Bank Reconciliations, Cash Flow Forecasting and Month End Closing Procedures.
- Positive attitude, strong work ethic and ability to lead and motivate others

Some of the benefits to you:

- Attractive total compensation package with incentives.
- Excellent benefits package including: medical, dental, vision, 401(k), 3 weeks of vacation, your birthday off
- Chestnut Hill Realty apartment discount
- Great work-life balance
- Opportunities for professional development and career growth
- Strong promote-from-within company culture
- Training is provided
- Positive work environment

All job offers contingent upon satisfactory background check