



# Chestnut Hill Realty

*Managing People's Apartment Homes with Pride*

## **Corporate Accountant (Chestnut Hill, MA)**

Work for an award winning Property Management company where you will have the ability 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.

### **As a Corporate Accountant, you will:**

- Perform monthly, quarterly, and year-end close for corporate entities
- Prepare monthly financial statements
- Record and reconcile intercompany transactions between corporate and property-level entities
- Manage accounting for corporate credit cards and employee expense reimbursements
- Review and process corporate accounts payable and accounts receivable
- Ensure bank reconciliations are prepared and reviewed on a monthly basis
- Assist with Corporate – Property level allocations
- Preparation of accounting reports

### **Are you the right person for the job?**

- A Bachelor's degree or better in Accounting or Finance; or comparable experience.
- Two years of practical accounting experience required
- One year of experience working in Property Management or multi-entity corporations preferred
- Experience with the Microsoft Office Suite and an aptitude to learn new technology.
- Intermediate to advanced Microsoft Excel skills preferred.
- Experience with accounting software, Yardi preferred but not required
- Excellent communication, administrative and customer services skills

### **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
- Chestnut Hill Realty apartment discount
- Great work-life balance, hybrid work schedule
- Opportunities for recognition and personal development
- Positive work environment

Chestnut Hill Realty's mission statement is "Managing People's Homes with Pride". The Corporate Accountant is essential to making our mission possible. Successful Corporate Accountants are detail oriented and precise, have great organization skills, and effective communication skills. Every day is different – demanding, rewarding, and fun!

*The salary range for this role is \$32.00-38.00 per hour depending on factors such as relevant experience, skills, qualifications, and geographic location. Along with competitive pay, we're proud to offer great benefits and ongoing opportunities for learning and growth*

*All job offers contingent upon satisfactory background check.*





# Chestnut Hill Realty

*Managing People's Apartment Homes with Pride*