



TEN POST OFFICE SQUARE  
14TH FLOOR  
BOSTON, MA 02109  
P. 617 204 9506

## Junior Property Accountant

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**Synergy**, a leading Boston commercial real estate firm, with a managed portfolio of over 7 million square feet, across multiple asset classes, is experiencing exciting growth and seeks a **Junior Property Accountant** to join our team. The successful candidate will be responsible for performing accounting, financial analysis and reporting functions for individual real estate LLCs and other related entities. The Junior Property Accountant role is ideal for someone early in their accounting career, excited to gain experience, and develop their real estate industry knowledge.

This position will work closely with Synergy's internal real estate service groups, including property management, leasing, construction, and asset management. The individual will work collaboratively to meet Synergy's goals and objectives while adhering to the policies, procedures, and audit requirements ensuring continued growth and success.

In addition to competitive salary and benefits, we offer interesting work, a collegial environment, and an excellent opportunity to develop strong skills and grow professionally. Those who have joined us from other firms find direct access to leadership teams very rewarding. Our office is located in the heart of the city with easy access to several MBTA T-stops including South Station, Downtown Crossing, State, and Government Center.

Synergy Financial, LLC ([synergyboston.com](http://synergyboston.com)) is a full-service real estate investment and operating company primarily focused on the Boston market. We are one of the largest and most active landlords in the city and our growing portfolio of approximately 6 million square feet provides space to more than 400 businesses and organizations. We are active members of the Boston business community and have been recognized as Landlord of the Year by the GBREB Commercial Brokers Association (CBA). We are also proud to support numerous organizations that make a positive impact in our city.

### Essential Duties & Responsibilities

- Responsible for the full accounting cycle for your assigned portfolio of real estate related properties
- Monthly reporting, including preparing monthly supporting schedules
- Performing financial analytics and analysis
- Maintaining tenant ledgers, and rent rolls
- Investor and Bank reporting, including quarterly reports, and annual financial statements
- Work closely with the property management department on a day to day basis

- Processing rent checks
- Monitoring bank accounts for wire payments received
- Applying rent received to the appropriate tenant ledgers
- Preparing and reviewing annual budgets
- Completing annual tenant CAM and Real Estate Tax reconciliations
- Interacting and assisting external auditors
- Performing other assigned duties and completing ad hoc projects, as required
- We provide on the job training through one on one task specific instruction

What we're looking for in you:

- Degree in Accounting (4 Year)
- 0-2 years accounting or audit experience
- Prior Yardi and/or MRI experience preferred
- Working knowledge of Excel
- Ability to communicate effectively with superiors, peers and vendors, as well as clients and other related parties
- Excellent organizational skills, strong attention to detail and the ability to manage multiple priorities, while meeting deadlines
- Quick study with the willingness to learn new systems and the eagerness to grow with the company
- High degree of personal integrity and ability to work effectively in a fast-paced team environment
- A strong positive attitude, demonstrating the professionalism and flexibility needed to attain Company goals
- Working knowledge and understanding of GAAP preferred

We offer competitive salary and benefits, including medical, dental, vision, life, STD & LTD insurance, 401(k) plan with company match, and free gym membership.

Synergy is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. We are unable to support sponsorship for work authorization and Visas at this time. Background checks required.

All vendors must have a signed Synergy Placement Agreement. All unsolicited resumes sent to Synergy will be considered property of Synergy. Synergy will not be held liable to pay a placement fee.