



Property Accounting Manager

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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 an **Accounting Manager** 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.

This position will work closely with Synergy's internal real estate service groups, including property management, leasing, construction, and asset management. The individual will be required to 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) 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 7 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

- Ensure all monthly, quarterly, and annual accounting closes and reporting are accurate, timely and professionally prepared for a portfolio of assets.
- Review and approve financial workpapers, bank reconciliations, escalation billings, budgets, analysis, and GAAP work papers prepared by property accountants.
- Primary enforcement of companies internal control policies, ensuring compliance and adherence to those policies.
- Ability to identify procedural deficiencies and implement corrective actions, if necessary.
- Play a key role in the annual budgeting process and preparation of monthly reports for review by senior management.
- Ability to develop an understanding of property management software (Yardi and MRI) and ultimately maximize its use.
- Actively manage the day-to-day operations of a team of assigned accountants.

- Provide backup support for Property Accountants as needed. Fulfill primary accounting responsibilities as required due to leaves of absence, vacations, heavy workloads and deadlines, other transition times, etc.
- Support the department with team initiatives and special projects, taking the lead on special projects, as assigned.

What we're looking for in you:

- Bachelor's Degree in Accounting. CPA Preferred.
- Prior accounting management experience (public or private), preferably within the Commercial Real Estate Industry.
- 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.
- An interest in solving problems and a desire to have an impact on company policies and procedures.
- A strong positive attitude, demonstrating the professionalism, discipline and flexibility in an ever-changing environment needed to attain company goals.
- Solid knowledge of Generally Accepted Accounting Principles.
- Yardi & MRI experience a plus.

Interested candidates, please click link below to apply.

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