**Company:** Waterstone Properties

**Position:**  – Senior Project Accountant

Reports to: SVP of Finance

**Position Location:** Needham (hybrid) PART TIME (20-25 hrs a week)

**Website:**  [www.waterstonepg.com](http://www.waterstonepg.com/)

**Company Description:**

At Waterstone Properties, we create solutions. Impactful, impressive real estate solutions that support companies now and for years to come. Headquartered in Needham, Massachusetts, our team of 20-plus professionals bring a level of experience and creative problem-solving that’s second to none. In a dynamically changing marketplace, Waterstone delivers a hands-on approach to deliver immediate results and long-term value.

With deep expertise in development, leasing, marketing, construction, finance, and property management, Waterstone is blazing new trails and going beyond the expected to solve complex business problems for their more than 300 tenants across combined properties that total more than 7 million square feet.  We are not a traditional real estate developer; we are partners for the long term. It’s a vision that supports our success and growth—as well as yours.

**Responsibilities:**

The individual will lead project level accounting, reporting, budgeting, compliance and financial planning initiatives across Waterstone Properties Group’s (“WPG”) retail, mixed-use and medical real estate portfolio. A strategic partner to assist the development of policies and procedures to move projects forward.   Initially, there will be a focus on WPG’s flagship mixed-use $600 million, 110-acre development project in Portland, ME ([Rock Row | New Mixed-use Development | Portland, Maine](https://rockrow.com/)).

**Responsibilities**:

* Responsible for full oversight of projects including project creation, project budgets and financials, contract maintenance, verifying project costs, and the project billing process.
* Analyzes, understands, and presents budget to actual results to Management, highlighting material price and quantity cost variances, revenue variances, job level working capital shortfalls or other areas of concern.
* Liaison with all departments that work on the project; Development, Construction, Leasing, Treasury, and Marketing to better understand requirements of project, scope and schedule
* Manage construction loan requisition process ensuring timely submission of expenses and periodic lender reporting requirements
* Support year-end close and the preparation of audit documentation, schedules, and compliance reports.
* Support and manage project specific investor inquiries, documentation, and onboarding of new investors
* Track financial performance and metrics across all the above and provide Owners with observations and insights.
* Contribute to business process improvement initiatives to streamline operations, reduce costs and ensure compliance with all regulatory requirements
* Encourage a culture of collaboration, partnership, integrity, ethics and transparency. Earn the respect of colleagues by serving as a role model and champion for superior financial performance and operational excellence

**Qualifications:**

* Bachelor’s degree in accounting or finance with 5-7 years of experience
* Proficient knowledge of real estate project accounting principles, practices, and methods and their application to project work-related issues.
* Ability to work in an entrepreneurial environment, prioritize work, multi-task, meet deadlines and collaborate effectively with internal and outside consultants, vendors, and investors. Including ground up developments, future acquisitions and stabilized assets.
* Ability to interpret and present financial information to non-financial managers for decisions and actions.
* A positive attitude and ability to absorb and learn quickly
* Excellent written and verbal communication skills, confident and effective in explaining concepts and situations to stakeholders at all levels including Principals.
* Ability to maintain a high degree of confidentiality, professionalism, poise, tact, and diplomacy to accomplish work objectives.
* Builds strong and successful relationships, effectively supporting and influencing colleagues, managers, and members of the Senior Leadership Team.
* Problem solving, attention to detail, the ability to identify root cause, realize, and implement solutions.
* Proficient in project accounting software and/or YARDI
* Advanced excel skills, ability to use and present with Power Point