Portfolio Controller

Commercial Real Estate owner & manager located north of Boston seeks a qualified candidate with 10 plus years of industry accounting experience for a full-time and in person position. Portfolio consists of 5mm SF of commercial real estate, 40 separate entities and 500 tenants across multiple JV Partnerships.

Primary job responsibilities include:

* Prepare/ Review of Monthly accounting close including cash/accrual reconciliation for multiple properties, holding, and investment level entities
* Prepare/ Review of financial statements for lender and jv reporting
* Prepare/ Review of operating expense and real estate tax escalations calculations
* Process and track monthly mortgage payments; prepare and reconcile mortgage schedules
* Prepare and track bi-monthly cash transfers.
* Prepare and track all funding requests. Communicate with financial partners and lenders to monitor status of requests including maintenance of Letters of Credit and managing draw down processes in a timely manner
* Review and finalize year end statements. Interact with auditors on finalizing year-end as needed
* Fulfill Yardi Administrative role for Accounting & Maintenance team departments
* Identify, train and maintain best practices for Yardi modules, including implementation of Yardi software upgrades. Familiar with Pay Scan module
* Assist Director of Finance to determine quarterly distributions/capital calls
* Liaison with senior management to implement special reports and projects as needed
* Implement and facilitate annual budget processes
* Assist with developing financial processes and internal controls; Prepare and maintain documentation of financial processes and controls
* Work closely with real estate tax abatement attorneys on annual analysis and 38D forms
* Participate in acquisition/disposition projects including preparation of settlement statements
* Oversee AR/AP to ensure collections/check runs are timely
* Supervision of ADP Payroll
* Supervision of Bank Reconciliations in Yardi

Required Skills and Knowledge:

BA in Accounting; CPA degree a plus

10+ years of accounting/finance experience including commercial real estate

Extensive knowledge of GAAP accounting

Proficiency in Excel, Yardi & Microsoft Office

Analytical focus during fast pace and high-volume work atmosphere

Ability to communicate effectively both verbally and through written correspondence; Ability to work as a team member, as well as individually, accepting full responsibility for all financial accounting matters