

## **Boston Real Estate Developer**

### **Project Accountant**

#### **Job Responsibilities**

1. Reporting
  - a. Project Accountant (PA) will report to Accounting Manager.
2. Multiple Projects
  - a. PA will review and or facilitate transactional accounting in QuickBooks and Yardi systems.
  - b. PA will assist in the creation of financial packages for ownership including Draw packages, Capital Expense reporting, monthly report financials, cash balances, etc.
  - c. PA will assist in preparation of Quarterly and Annual Financial Statements and associated supporting schedules.
  - d. PA will assist in review of General Contractor and Subcontractor requisitions and cost accounting as needed.
  - e. PA will enter payments for all related invoices and requisitions in the accounting system.
  - f. PA will reconcile intercompany activity and maintain records at subsidiary and consolidated level.
3. Other Tasks
  - a. PA will assist as needed in the preparation of analysis for potential Projects and newly created entities.
  - b. PA will assist as needed on Corporate financial analysis and accounting tasks as needed.

#### **Education and Certifications**

1. College Degree (Accounting preferred)
2. 1+ years related experience
3. Familiarity with Quickbooks and Yardi (not required, but preferred)
4. Proficient in Excel