

Property Accountant

Maloney Properties is seeking candidates for the position of Property Accountant who will also work in a Development accountant capacity at the corporate office in Wellesley, MA.

Responsibilities will include, but are not limited to processing of month end close, preparation and posting of G/L entries, processing real estate tax payments, cash management, bank statement reconciliation, completion of year-end work papers, and production of monthly and quarterly financial reports.

Additionally, the candidate will work with the Director of Development and the Controller with the responsibility of tracking predevelopment costs, maintaining the development ledger as well as assisting in the assembly and submission of construction draws and tracking receipts from funding sources. Finally, the candidate will work with the auditors in the preparation of the cost certification.

Must be a team player, have strong communication skills, detail-oriented, and the proven ability to meet deadlines are all required. Experience with accounting in Real Estate or Subsidized Housing and Yardi are valued. Strong Microsoft Office skills are required.

The successful individual will have a strong desire to be part of a true, diverse team and to work in an environment that fosters learning and professional development through interaction with other property management professionals in a stable and growing company. The successful candidate will have had a positive experience of working as part of a team of professionals. Maloney Properties has a proven track record in employee development and sees its employees as its future leaders. Maloney Properties is an Equal Opportunity Employer.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 90 housing developments containing over 9,000 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

Interested candidates should apply online via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=464634>