

## Job Description

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- A privately owned global real estate investment firm founded in 1957 with a presence in 205 cities in 24 countries.
- Our client has approximately \$133 billion of assets under management, including \$71 billion for which the company serves as an investment manager, including non-real estate assets, and \$62.3 billion for which the company provides third-party property-level services.
- The firm has 165 developments currently underway around the world.
- The Client is one of the largest and most-respected real estate organizations in the world.

## Requirements

- One to Two years full-charge bookkeeping/accounting experience.
- High school diploma or equivalent.
- Associates degree and/or Bachelor's (in progress).
- Work indoors approximately 100% of the time.
- Ability to lift general ledgers, files, records, and computer paper (approximately 5-35 lbs.).
- Work overtime as business needs deem appropriate.

## Job Responsibilities

- Prepare monthly A/R reports for Property Management.
- Prepare monthly A/P reports for Property Management.
- Assist Property Management with A/R collection activities.
- Manage accounts payable functions including but not limited to: enter invoices into accounting software, review invoices and ensure they are entered correctly, issue checks, maintain vendor files and assist with any vendor inquiries.
- Perform cash management functions including but not limited to: monitor and record cash transactions and reconcile/review bank accounts.
- Assist with the generation of monthly utility allocation/coding .
- Record journal entries to the general ledger and ensure records are kept in compliance with GAAP or other basis of accounting.
- Assist with month-end close procedures including preparation/review of account reconciliations.
- Enter Property/Project budgets/projections into accounting system.
- Support Accountant / Senior Accountants / Accounting Manager in preparation of audit schedules.
- Carry out the proper procedures to ensure internal controls are being met.
- Respond to Tenant's Accounting related questions and/or issues .
- Other special projects as assigned.

## Job Summary

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Published : Aug 17, 2023  
Employment Status : Full Time  
Experience : Any  
Workplace : Hybrid  
Salary : \$70000