

Cruz Management

Who We Are

We are Cruz Companies, one of the oldest and largest, third generation, 100% minority-owned companies in the Northeast, we blend modern practices with traditional values of quality and integrity. Founded in 1948, we develop and construct landmarks, residential, and commercial projects. We do provide quality residential housing management services in the Greater Boston & New Bedford areas. Agencies we serve or work with include but are not limited; Massachusetts Housing Finance Agency (MHFA), Boston Housing Authority (BHA), Boston Metro Housing, Department of Housing and Urban Development (HUD), and private owners. We've also established Cruz C.A.R.E.S., giving back to our communities through scholarships, enrichment programs, and fun outdoor adventures. We are pioneers in progress and strive to elevate the communities where we work.

Junior Property Staff Accountant

Boston, MA

Position Summary

The Property Staff Accountant is responsible for supporting the Accounting/Finance Department in the preparation and maintenance of monthly, quarterly, and year-end financial reporting, as well as accounts payable processing, reconciliations, and related accounting functions for a portfolio of properties. This position plays an integral role on the team to ensure accurate financial reporting, compliance, and operational efficiency.

Essential Functions

Financial Reporting & General Accounting

- Prepare monthly, quarterly, and year-end journal entries and financial statements.
- Perform account analysis and reconciliations of balance sheet and income statement accounts.
- Maintain and reconcile subsidiary ledger accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
- Assist in reviewing accounting activity and financial transactions for accuracy and completeness during each reporting period.
- Maintain depository account records for multiple properties, including monthly bank reconciliations and reconciliations of daily cash receipt transactions.

Accounts Payable Administration

- Process accounts payable invoices, including coding, data entry, and filing.
- Verify invoices and payments are charged to the appropriate general ledger accounts and properties.
- Maintain vendor records, including new vendor setup, W-9 documentation, insurance certificates, and related compliance records.
- Research vendor balances, outstanding invoices, and uncashed checks as needed.
- Assist with preparation and filing of annual 1099 and 1096 tax reporting documents.

Audit, Compliance & Reporting Support

- Prepare audit schedules and support documentation for audits, tax reporting, and third-party agency audits.
- Ensure accounting records are maintained in accordance with company policies, accounting standards, and regulatory requirements.
- Support internal controls and assist with process improvement initiatives.

Budgeting & Operational Support

- Assist Property Managers with budget-to-actual variance reporting and KPI analyses.
- Support accounting, operational, and property management projects as assigned.
- Collaborate with team members across departments to ensure timely and accurate financial reporting.

Additional Responsibilities

- Perform other duties and special projects as assigned.

Knowledge, Skills & Certification Requirements

Education & Experience

- Bachelor's degree in accounting or finance.
- Minimum of 2 years of accounting or finance experience required.
- Property management or affordable housing experience preferred.

Knowledge, Skills & Abilities

- Strong analytical, organizational, and problem-solving skills.
- Knowledge of generally accepted accounting principles (GAAP) and accounting procedures.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Strong attention to detail.

- Intermediate proficiency in Microsoft Excel.
- Experience with Yardi software preferred.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively within a team environment.

Equal Employment Opportunity

The facility is committed to the principle of Equal Employment Opportunity for all employees and applicants. It is our policy to ensure that both current and prospective employees are provided equal employment opportunity without consideration of race, religious creed, color, national origin, nationality, ancestry, age, sex, marital status, sexual orientation, or disability in accordance with local, state, and federal laws.

Americans with Disabilities

Applicants as well as employees who are or become disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

This job description is intended to describe the general content and requirements of the job. It is not an all-inclusive statement of duties, responsibilities or requirements and management reserves the right to add or remove duties from jobs to meet company needs. Significant changes to the position will necessitate a new or revised job description.