



Property Accountant

Maloney Properties – Voted “Best Place to Work” by its employees for 9 years!

Our team is hard-working and motivated toward providing the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary in the industry.

About Us

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We manage more than 140 housing communities with more than 10,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. MPI has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry. As a result, MPI has a high employee retention rate with an average employee tenure of more than 10 years.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We have created a community within our company; we set clear goals and work together to achieve them. Maloney Properties is an Equal Opportunity Employer.

Your Responsibilities

The Property Accountant will join a department of 17 talented and skilled accounting and finance professionals. Our corporate office is located in Wellesley, MA. A hybrid (on-site/remote) work arrangement is available with a two day in office requirement for the first 6 months, after which a full-time work-from-home schedule will be available. The work hours are flexible during normal business hours.

This is a full-time position with the following responsibilities:

- Daily Cash Management.
- Weekly Vendor payment selection.
- Processing monthly real estate tax payments.

- Reviewing sites Yardi monthly closing report submissions.
- Monthly Bank reconciliation.
- Preparing and posting of G/L entries.
- Preparation, analysis and submission of properties monthly financial reporting package including: balance sheet, Income statements, cash flow, budget to actual variance explanation.
- Completion of year-end work papers.
- Preparing annual property budget templates including required financial data tabs.
- Producing corporate monthly consolidated financial statement package.

Your Qualifications

The ideal candidate will have at least 3-5 years of experience in subsidized real estate accounting with some knowledge of corporate accounting. Candidates with construction accounting experience will also be considered. Must be detail oriented, have good organizational skills, strong communication and analytical skills with the ability to meet deadlines. Strong Microsoft Office skills are required. Yardi experience is a plus.

Compensation & Benefits:

MPI offers a family friendly workplace and healthy work-life balance. In addition to a competitive salary and benefits package we also offer the following:

- Training programs and opportunities that lead to employee advancement and promotions.
- A flexible work schedule and the ability in many cases to work remotely.
- A generous Employee Referral Program with a bonus of up to \$1,000 per hire.
- Volunteer and fundraising opportunities for annual causes such as the AIDS Walk and Stand Against Racism, just to name a few.

Apply Now Via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=628728>