

JOB DESCRIPTION – Sr. Staff Accountant

National Investments, a division of the **Carpionato Group** is looking for a highly motivated individual to assist and become integrated in our commercial real estate accounting team centered on meeting deadlines for reporting. The Carpionato Group is one of the largest commercial real estate developers in New England. With a portfolio of over six million square feet of real estate assets comprised of Class A Retail, Office, Resident, and Hospitality projects, our growth is a result of aggressive public and private partnerships, joint ventures, leasing, brokerage, acquisitions, tenant representation, marketing, constructions, and property management.

The Senior Staff Accountant position would entail accurately maintaining a general ledger, reconciliation of accounts for semi-annual reporting packages and invoicing tenant CAM (Common Area Maintenance) charges. The ideal candidate would possess strong communication, organizational, and analytical skills.

Duties and Responsibilities:

- Responsible for maintaining and reconciliation of general ledger for a number of commercial real estate entities.
- Monitor tenant move-outs/move-ins related to assigned real estate entities.
- Prepare journal entries and assist with close processes.
- Abstraction of key components of leases for new tenants and lease amendments, ensuring charges and terms are properly input in the accounting system.
- Reconciliation of assigned entity intercompany transactions with related parties.
- Monitor tenant receivable aging reports and prepare notification letters to tenants for any payment delinquencies.
- Organize and document tenant communications to ensure lease compliance.
- Assist management with ad-hoc financial accounting requests and reports.

Qualifications:

- Preferred experience in commercial real estate accounting, construction accounting and exposure to commercial operating lease contracts
- Bachelor's degree in Accounting.
- High proficiency in Microsoft Excel and Microsoft Word.
- Highly organized and detail oriented.
- Strong written and verbal communication skills.

Physical Demands and Work Environment:

The physical demands described are representative of the essential functions of the job. The position is sedentary in nature, frequently requiring sitting and a certain amount of walking and standing. Lifting requirements are approximately 10 pounds. The job operates from an office environment. The role routinely requires the use of telephones, photocopiers, scanners, and computers.