

Overview:

Seyon Management ("SM") is a national property services firm servicing some of the largest institutional real estate owners in the world. The firm provides property management, construction management, financial reporting and accounting services, asset management, and corporate advisory services. SM is headquartered in Boston with regional offices in Miami, FL and Philadelphia, PA. The firm's current management portfolio consists of 11 million square feet nationally.

SM is seeking an eager and diligent Staff Accountant to join its expanding Operations Department. As a member of the Operations Team, you will serve as a liaison between SM's Property Management and Accounting departments, providing support in several critical areas including, cash management, maintaining financial records, and assisting with budget, reforecast, and month end close processes. A strong attention to detail and team focused attitude are a must. An exciting opportunity to join a rapidly expanding organization with plenty of potential for personal and professional growth!

Roles & Responsibilities:

- Track and record incoming and outgoing cash effectively for multiple bank accounts on a daily basis to ensure timely recording of activity in accounting system.
- Match cash receipts to tenant ledgers.
- Verify and input invoices and transactions into the accounting system.
- Maintain vendor records and applicable tax and insurance information.
- Help process weekly, urgent, and ad-hoc payables.
- Reconcile bank accounts monthly.
- Assist with 1099 preparation for vendors at year end.
- Support the set up of leases in the accounting system.
- Assist in the operational transition to onboard and offboard properties.
- Help with general accounting month-end closing procedures.
- Assist in the preparation and input of budgets and reforecasts for properties.
- Help with information requests by management and for auditing and tax purposes.
- Perform special projects and other tasks, as assigned.

Skilled Qualifications:

- BA/BS in Accounting, Finance, or Business.
- Internship or professional accounting experience; prior industrial or commercial real estate experience, a plus.
- Proficiency in Microsoft Excel skills required.
- Excellent problem solving and general quantitative skills.
- Team-oriented individual that functions well under strict deadlines.
- Ability to collaborate and effectively communicate with interdepartmental colleagues.
- Ability to multitask, prioritize, and organize efficiently.

Preferred Qualifications:

- Good working knowledge of GAAP (generally accepted accounting principles in the U.S.), a plus.
- Experience with accounting software, preferably Yardi, a plus.
- Desire to continue to grow through continuing training.