Job Title: Accounting Specialist of Assisted Living Corporate Office
Location: Norwood, MA 02062
Hours: Full-time

A Southeastern, MA Real Estate Management company is seeking a full-time Accounting Specialist, entry level position in our Norwood, MA Corporate office. Under the regular direction of the Accounts Payable Supervisor, the Accounting Specialist is responsible for all facets of Accounts Payable function. Responsibilities include but are not limited to;

- Enter reviewed and researched invoices
- Do bank reconciliations
- Record bank deposits
- File invoices and other documents
- Enter prepared Payroll journal entries in General Ledger
- Assist with researching more complicated prior balances on invoices
- Assist with special projects as needed

Qualifications:
The ideal candidate will have good written and verbal communication skills. Candidate must be able to meet deadlines, work in both a team and independent environment and have the ability to multitask. Must be proficient in Word, Excel, and Outlook. A minimum of two years experience in Accounts Payable and/or a degree in accounting is a plus.

Benefits:
Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

To apply or refer a qualified applicant please send completed application and/or resume to Paul Krassopoulos at PKrassopoulos@hallkeen.com