

# HK||HallKeen

**Job Title: Accounting Specialist**

**Location: Hybrid, Corporate Office - Norwood, MA 02062**

**Hours: Full-Time – 35 hours weekly**

## **Job Description:**

A Southeastern, MA Real Estate Management company is seeking a professional, detail oriented, organized individual to join the accounting team. This is an entry level position under the regular supervision of the Accounting Manager.

## **Responsibilities:** (include but are not limited to):

- Review all invoices for appropriate documentation and approval prior to payment
- Enter invoices
- Manage scheduled payment runs timely as well as off-schedule payment requests
- Complete bank reconciliations timely
- Prepare bank deposits as needed and record on the General Ledger
- Setup new vendors and ensure proper documentation is provided
- Maintain invoice files and other documentation thoroughly and accurately
- Update and enter payroll journal entries on the General Ledger
- Assist with researching more complicated prior balances on invoices
- Assist with special projects as needed

## **Qualifications:**

- 2-year minimum experience in Accounts Payable and/or a degree in accounting is preferred
- Experience with 1099 reporting process is a plus
- Proficient in Microsoft 365, particularly Excel, Word and Outlook
- Attention to detail, ensuring accuracy in all that you do
- Excellent communication skills, both written and verbal
- Strong time management and organizational skills
- Ability to collaborate with a team as well as work independently
- Capable of managing and prioritizing multiple tasks

## **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.

**If you are interested in applying, please forward resume to Brittany Whitty at  
[bwhitty@Hallkeen.com](mailto:bwhitty@Hallkeen.com)**