



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