

**AEW CAREER OPPORTUNITY**

# Accounting Administrator

## Private Equity Reporting Team

**LOCATION: BOSTON**

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**Main Purpose of the Role**

AEW is seeking an Accounting Administrator for the North America Private Equity Reporting team. This position will provide clerical and administrative support to the Team, as well as support accounting transactions, process and reporting, streamlining processes where applicable. This position is a great mix of reactive (responding to team requests) and proactive (anticipating needs and providing materials/ support/ service accordingly).

**Responsibilities**

- Triage and respond to internal and external requests with a positive and professional attitude
- Organize heavy meeting schedules and as needed, travel arrangements including off-site meetings and conferences, as well as prepare expense reports
- Organize invoices received and distribute internally, as well as to property management teams and joint venture partners
- Maintain and/or create various reporting, staffing and deadline tracking schedules
- Facilitate new hire onboarding with a focus on technology access, training calendar and other office related needs
- Troubleshoot technical and formatting problems in Microsoft Word, Excel and PowerPoint for team members
- Provide support for large initiatives (such as deploying new software or reporting templates)
- Format client reporting for design consistency under tight deadlines, as well as work with department Administrative Assistants to share best practices and ensure consistency
- Prepare correspondence and presentation materials based on general or specific instructions and data provided by team members
- Provide administrative support on special projects

**Skills/Experience Required**

- 1-3 years of experience providing administrative, accounting and project support to multiple individuals
- Proficient in MS Office (especially Microsoft Word, Excel and PowerPoint). Experience with Smartsheets, Workiva and/or Yardi a plus, but not required
- Willingness to work extended hours when necessary
- Discretion in screening telephone calls and appointments as needed
- Strong attention to detail
- Strong problem-solving skills
- Strong oral and written communication skills

*AEW Capital Management is an equal opportunity employer.*



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- Strong organizational and time management skills with proven ability to multi-task
- Ability to work independently and anticipate the needs of team members as recurring reporting and project deadlines approach
- Ability to work under deadlines in a fast-paced environment
- Ability to identify issues, as well as streamline existing processes and suggest improvements

**To apply for this position please e-mail your resume to [Jobs@aw.com](mailto:Jobs@aw.com)**