

## Role Description

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**Job Title:** Staff Accountant, Associate

**Department:** Corporate Finance

**Position Reports to:** Controller

**Direct Reports** (*if applicable*): Not applicable

**Interacts more often with:** others in Corporate Finance, other corporate areas of AEW

**Main Purpose of the Role:**

To assist Corporate Finance group with general accounting and treasury responsibilities.

### Key Responsibilities

- Enter daily cash activity into general ledger system for AEW's US and global entities
- Perform monthly bank reconciliations for AEW's US and global entities
- Assist in recording and posting monthly journal entries
- Manage property reimbursement process for A&E invoices
- Perform balance sheet reconciliations
- File MA sales tax and Singapore GST returns
- Perform operating expense analysis for US and global entities
- Assist in calculation of monthly expense accruals
- Daily processing of wires
- Bank administrator for AEW users and property managers on all our banking platforms
- Assist in weekly check run processing
- Responsible for bank account maintenance within AEW's property accounting system (Yardi) and electronic payment system (Paymode)
- Assist with bank account openings and compliance/KYC documentation

### Skills & Competencies

- Bachelor's degree in accounting with one to three years' experience
- Proficiency with Kyriba and Great Plains a plus
- Proficiency in Excel (intermediate to advanced skills)
- Strong attention to detail, analytical thinking and interpersonal skills
- Interested in learning; self starter
- Ability to work in a deadline-oriented environment