

AEW Career Opportunity

Corporate Finance

Financial Accounting Analyst

Location: Boston

Responsibilities

- Responsible for accounts payable invoice processing to firm vendors using relevant financial applications.
- Accounts for prepaid expense arrangements and maintains prepaid sub-ledger reconciliations.
- Participates in the processing of employee travel and entertainment expense reimbursements utilizing the firm's expense reimbursement system. Prepares departmental T&E reporting.
- Assists with the financial support for certain business departments focusing on the preparation and analysis of annual budgeted expenses and periodic forecasts. Communicates with business department management to investigate and understand variances to actual results. Initiates relevant adjustments to periodic forecasts.
- Prepares standard financial and operational reports for supported business departments and Corporate Finance.
- Performs various financial accounting entries, analysis and reconciliations to assist in the financial close process. Investigates and resolves reconciling items.
- Performs maintenance and administrative functions to certain financial applications to ensure compliance with internal controls and standard operating procedures.
- Assumes additional responsibilities as required.

Skills/Experience Required

- BA/BS in accounting required.
- Strong knowledge of accounting fundamentals.
- 2-plus years of accounting experience required.
- Effective financial analysis skills.
- Strong attention to detail.
- Excellent communication skills, both oral and written.
- Strong computer skills including proficient use of Excel and experience using accounting software applications.
- Able to work effectively and cooperatively as a member of a team.
- Able to effectively take direction and work independently as needed.
- Ability to work under deadlines in fast paced environment.
- High level of motivation and desire to succeed.
- Ability to work overtime as needed.

To apply for this position please e-mail your resume to Jobs@aw.com

AEW Capital Management is an equal opportunity employer.

