



**CV Properties**<sub>LLC</sub>

DEVELOPMENT + INVESTMENT + MANAGEMENT

CV Properties, LLC is a Boston-based commercial real estate company focusing on development and investment opportunities throughout New England. Founded in 2003, CV Properties identifies, develops, and manages commercial real estate projects that provide superior risk-adjusted returns. Our partners are large, institutional investors with broad-based experience in the development, redevelopment and acquisition of commercial real estate.

CV Properties' senior professionals have years of experience acquiring, developing and managing commercial real estate in the United States. Our experience in the New England marketplace has established a wide network of brokers, architects, attorneys, lenders, developers and other real estate professionals. The company believes that its strength lies in building teams. Large capital partners, strong operating capabilities and local relationships developed over a long career provide significant advantages in the complicated business of creating value in commercial real estate.

**About the Opportunity:** CV Properties is seeking an experienced accounting professional to join our collaborative finance and accounting team in a full-time role. We are based in Boston's Seaport District and looking for the right individual to fit the key role of Senior Accountant. In this position, you will report directly to the EVP Asset Management. You will also work closely with development project staff and the CFO in both project accounting and corporate accounting for consolidated and intercompany real estate activity.

This role will manage the cash flow between accounts, handle day-to-day entries, preparation of balance sheets and income statements and then assist in review once complete. The Senior Accountant will be an important member of the accounting team and the company senior leadership.

**Key Duties and Responsibilities:**

- Predevelopment: track project costs to appropriately reflect all development costs and activities prior to purchase of property and assist with the recovery of predevelopment costs.
- Assist with settlement statement preparation and record property purchases.
- Record construction draws, process and code invoices for payment, and assist with management of sources.
- Responsible for development entity financial reporting that is integrated with in-house property management.
- Work in collaboration with the Development team to understand joint venture and partner structures for commercial projects.
- Support development and finance team in debt and equity processing.
- Prepare audit work for cost certification, annual property audit, and tax return preparation.
- Assist with reviewing annual property audit and tax returns.
- Preparation of construction requisitions and supporting documentation to lenders.
- Perform all month end close processes.
- Assist in preparation of financial reports for internal and external use.
- Preparation and analysis of property cash flows.
- Manage Accounts Payable process.
- Timely, accurate bank reconciliations.

- Reconcile general ledger accounts.
- Assist in budget preparation.
- Assist in audit preparation.
- Generate schedules and ad hoc financial reports.
- Other financial and operating projects as needed.

**Qualifications:**

- B.S. Accounting
- Solid understanding of US GAAP, internal controls, managing close and reporting processes.
- Proficient with Excel and Accounting Software—Quickbooks and Yardi preferred.
- 3-6 years' experience in Real Estate
- Demonstrated knowledge of real estate accounting practices and procedures.
- Highly organized with attention to detail and accuracy.
- Ability to work with minimum supervision.
- Demonstrates ability to preserve confidentiality of information.
- Team player with strong interpersonal, verbal and written communication skills.
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Self-starting individual who enjoys working in collegial and entrepreneurial setting.
- Audit experience preferred.

**Benefits**

Salaries are competitive and commensurate with experience. Benefits include medical and life insurance, a generous earned leave plan, and a 401k plan with company match. An annual bonus, based on predetermined goals and objectives, is part of the total compensation package.

***CV Properties LLC is an Equal Opportunity Employer.***

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