 Accounting Associate
BEAM LIVING

Job Category: Accounting/Finance

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Salary: Negotiable

Gender: Any

Experience: 2-4 years

Career Level: Entry Level

Posted On: 22 Dec 2024

Application Deadline: 20 Jan 2025

Job Context

- We're Beam Living, a multi-family residential property management company that elevates, oversees, and supports communities throughout New York City. A Blackstone-owned portfolio company, our goal is to create fulfilling places to work, live and grow. We believe in leaving people and places better than we found them, which is why the communities we own and operate are some of the most exciting, vibrant, and iconic in New York City.

Job Description/Responsibility

- Support the monthly close of Beam Corporate and Lifestyle books including collaborating with business and operating partners, preparing and posting journal entries, executing monthly accounting checklist, maintaining adherence to reporting calendar, etc. Beam Lifestyle is our vertically integrated provider of resident amenities including fitness, recreation and community activities and events.
- Support financial reporting and analysis of Beam Corporate and Lifestyle level activities.
- Support payroll accounting and processing.
- Support our Design and Construction team with accounting and reporting activities including capital expenditure reconciliations, and reporting and analysis for all capital projects across our portfolio.
- Be the finance and accounting partner to our technology team, providing support with accounting activities.
- Investigate monthly variances as appropriate, provide cogent commentary, and prepare supporting workpapers to validate reported financials.
- Perform timely reconciliation of defined balance sheet accounts between the General ledger and Subledger with clear substantiation of reconciling items and prompt resolution where needed, including but not limited to bank reconciliations, unearned revenues, prepaid expenses, credit card expenses, intercompany balances, etc.
- Monitor and track invoice submission against accruals for timeliness and accuracy.
- Participate in special projects while managing recurring responsibilities, such as documentation of procedures, automation of reporting, new modules, etc.
- Additional duties may be assigned and as things change. Because they do!
- Support finance team as needed.

Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

Additional Academic Requirements

- Bachelor's Degree in Accounting or related field

Experience Requirements

- 2 - 4 years of experience is required.

Additional Experience Requirements

- 2-4 years of accounting experience. Real estate experience is nice but not necessary.

Skills Requirements

- Current working experience with a major accounting system (Workday experience helpful, but not required) with exhibited proficiency navigating intricate financial architecture and infrastructure.
- Strong analytical skills complimented by clear verbal and written communication skills.
- Working knowledge of US GAAP.
- Strong Microsoft Office skills: Excel expected at intermediate level (Pivot Tables, Macros, other data manipulation functions).
- Ability to manage multiple priorities in an organized and timely fashion with proven track record of delivering routine monthly tasks, as well as change-oriented projects and process improvements.
- Extra hours will be required during the monthly close and reporting cycle as well as during periods of other time sensitive deliverables
- Fanatical discipline and relentless desire to do what needs to be done.
- A love for doing what others won't and solving difficult problems.
- A desire to grow and take on ever increasing responsibility.

Work Area

- Applicant should have experience of working in the following category(ies): Accounting/Finance

Industry Type

- Experience should include the following skills: Real Estate/Developers

Address: New York, US, New York, US, United States
Company Profile: Real Estate

Company Website: http://www.beamliving.com/