



The Traggorth Companies LLC

20 Park Plaza, Suite 520

Boston, MA 02116

www.traggorthcompanies.com

Accountant/Office Manager Job Opportunity

Traggorth Companies, LLC (TC) is seeking an experienced, hard-working and enthusiastic accountant/office manager to join our growing real estate development firm.

About Traggorth Companies

TC is based in downtown Boston and provides high-quality real estate asset and project management services for residential, commercial, and mixed-use real estate ventures. The company brings extensive experience in the development of new construction and adaptive reuse of existing structures.

Some recent TC project management assignments include a 140+ unit mixed-income residential tower in Mission Hill, a 90+ unit mixed-income project in Chelsea, MA, a 25,000+ square foot community center project in Mission Hill. Asset management assignments include an 8 unit luxury apartment building in the South End of Boston, a 53 unit loft unit in Chelsea, and other mixed-income multi-family properties in the Boston area.

About the Position:

The Accountant/Office Manager will be in charge of implementation and management of all TC accounting and office management functions and overseen by the principals of the firm.

The accounting duties include maintaining general ledgers for each property, preparing monthly accounting entries and reconciliations, preparing balance sheets, profit and loss and other statements as required, entering all invoices and paying all bills on a timely basis, preparation of construction requisitions for projects under development, cash management and treasury duties, and payroll processing through our third party provider, oversee annual audit and tax return preparations for each property, and will assist in the preparation of required government, agency and investor reporting.

Office management functions include IT coordination with our consultant, phones, office supply ordering, building management coordination, maintenance of office filing systems, and office equipment leasing/management.

Specific skills required include:

- Knowledge of accounting procedures and audit standards as applied in the real estate industry
- Experience in implementing and maintaining appropriate accounting systems and internal controls
- Ability to protect the organization's operations by keeping information confidential
- Examine and comprehend all management, development, joint venture agreements and mortgage documents for the properties

- Ability to think quickly, critically, and creatively about finance, budgets, and cash flows with advanced knowledge of Microsoft Excel and Quick Books Pro 2012;
- High level of organization and detail about work product and tasks and good judgment showing logical decision making while not losing sight of the overall goals and objectives
- Clear and concise writing style with experience writing memoranda and letters on technical topics with advanced knowledge of Microsoft Word.
- Excellent interpersonal skills and ability to contribute energy, creativity, and humor to work, meetings, and presentations
- Operates at the highest level in a relaxed, flexible management style with emphasis on results
- Desire and ability to learn new concepts quickly and apply them to your own tasks and work product
- Extremely strong interest in learning how to work with for-profit, public, and non-profit partners to create attractive, well-built buildings that are extremely positive additions to our neighborhoods.

A minimum of a college degree in accounting or finance and five years of professional experience in the real estate industry are preferred.

It cannot be stressed enough that Traggorth Companies has a strong emphasis on its team approach to development. Candidates should enjoy working in a collaborative environment, should be able to build strong relationships with people on all levels, and should have a positive outlook and good sense of humor while working in a busy environment. The successful candidate will be extremely self-motivated, organized, willing and able to take on new responsibilities and learn new skills on a regular basis, and able to proactively assist development project teams so that we all enjoy our work, meet our objectives, and contribute positively to the communities within which we work.

Competitive salary and benefits.

For consideration, send resume and brief cover letter to:

Dave Traggorth
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