

JOB POSTING

Blueprint Property Group is a **Mill Town** company. Blueprint provides a vast number of property management services throughout Berkshire County. Services include third-party management, leasing, maintenance, project management, snow removal and landscaping.

Mill Town is a community investment group based in Pittsfield, Massachusetts, in the heart of the Berkshires. We focus on improving our region through impactful business investments, visible real estate projects, and broad community development efforts. **Our Mission:** To expand and improve the quality of life in the Berkshires. We work collaboratively to improve our community and region by investing in valuable projects, building connections, and empowering entrepreneurs and community organizations.

Overall Responsibilities:

Assist the Blueprint team with various accounting operations and projects across our portfolio to ensure the accuracy and completeness of the financial statements.

Job Duties:

- Oversee external payment processor for multiple operating entities, ensuring proper approval, timely payment, and accurate expense coding
- Assist in the tracking of capital project expenditures and periodic reporting to management
- Monitor the activity in the accounting software as it relates to payables and receivables
- Assist in ensuring accurate recording of entries in the general ledger with specific attention to prepaids, accrued expenses and other complex balance sheet accounts.
- Timely month end close procedures
- Monitor and implement best practices and ensure compliance with Generally Accepted Accounting Principles
- Preparing monthly financial reporting
- Prepare monthly account reconciliations and other financial control processes to ensure the accuracy and completeness of the financial statements
- Provide analytic and value-added insight on a variety of business operations and project support as needed

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Management, or related discipline
- Minimum of 2-3 years of experience in a finance, accounting, or business role with a demonstrated analytical ability
- Knowledge of Generally Accepted Accounting Principles and experience with concepts such as revenue recognition, account reconciliation, financial statement preparation and analysis.
- Experience with accounting systems

Key Characteristics:

- Entrepreneurial mindset
- Self-starter with an ability to work independently and in areas of ambiguity with little guidance
- A demonstrated professional integrity
- Strong communication skills, both written and oral
- Great attitude, fun, team player with a desire to make an impact
- An intellectual curiosity and inquisitiveness – comfortable asking questions that lead to better results
- Not satisfied with status-quo – a creative thinker

Benefits:

- Compensation and benefits package based on experience and qualifications

Resumes can be sent to rebecca@blueprintproperty.group