



Senior Finance Analyst - General Accounting

What this job involves:

- Responsible for the preparation of financial statements for a portfolio of properties, including General Ledger month-end close, actual to budget variance review, cash management, audits, bank reconciliations, spreadsheet preparation, and acquiring a working knowledge of real estate accounting software.
- Prepare timely and accurate monthly property financial statements for a 4 to 5 property portfolio by deadlines established within Client Accounting Services and by external Client. Prepare additional schedules, which are required to support account balances or are specifically required by owners.
- Submit financial statements and work papers in reviewable form (including documentation) and within the proper time frame for review.
- Responsible for cash management of assigned properties.
- Insure that all bank statements are reconciled on a timely basis and follow-up on all outstanding checks and reconciling items monthly.
- Assume responsibility for the coordination and organization of year-end audit work and preparation of supporting schedules.
- Maintain a working knowledge of mortgage agreements and management agreements for assigned properties.

Sounds like you? To apply, you need to have:

Employee Specifications

- Strong Finance background, Commerce graduate or Post Graduate/CA Inter is preferred.
- Minimum 3-5 years of Operational/General ledger accounting and Finance experience including Profit & loss analysis, Balance sheet overview, experience in real estate accounting is a plus
- Strong analytical skills with an attention to detail logical thinking and carry a positive attitude to develop solutions quickly
- Impactful communication (written and verbal) to interact with clients and strong interpersonal skills
- Demonstrated consistency in values, principles and work ethics
- Working knowledge of MS office (MS word, excel, PowerPoint, outlook) required

Performance Objectives

- Works within established procedures with a moderate degree of supervision
- Identifies the problem and all relevant issues in straightforward situations, assesses each using standard procedures, and makes sound decisions

- Name of the position: **Sr. Finance Analyst**
- Eligibility criteria: Fresher or experienced CMA
- CTC p.a.: INR 600,000 to 650,000 (Fixed) + Annual Variable Bonus + Gratuity + Medical Insurance
- Job location: Gurugram
- No. of vacancies (tentative): Approximately 10 -12 resources.