



# PANTHER

RESIDENTIAL MANAGEMENT

## **THE COMPANY**

**Panther Residential Management, LLC**, owns and manages class A multi-family assets in the southeastern United States, as well as other related entities. Since 2008, Panther has acquired approximately \$400+ million in assets, with approximately 4,500 units, and is expected to grow in 2018-19. Website: [www.pantherrm.com](http://www.pantherrm.com)

## **GENERAL SUMMARY**

Panther is seeking to fill an immediate need for a Staff Accountant at its corporate office in Woburn, MA. In this position you will perform the following duties in support of the Corporate Controller:

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- A/P
- A/R
- bank reconciliations
- data entry
- vendor files
- general ledger recording
- general ledger reconciliations
- monthly and year end closings
- assist with projects, projections, and data research
- submission of information to CPA auditor for tax returns and filings
- assistance and administrative tasks

## **QUALIFICATIONS AND SKILLS**

- Associates degree, Bachelors degree, or similar work experience preferred, college grads are encouraged to apply.
- Timberline, OneSite, Yardi or similar property management software is a big plus, but not required
- Proficient in Microsoft Office Suite required (especially Excel), conventional IT knowledge is a must.
- The ability to multi-task in a friendly, fast paced work environment, and to deal with highly confidential information.
- Self motivated, highly organized, detail oriented, with an energetic 'can-do' attitude.
- Other duties or projects as assigned.

Please send resume to: [sgozdiff@pantherrm.com](mailto:sgozdiff@pantherrm.com)