# CAREER OPPORTUNITY

**2022**

**Federal Business Centers** (FBC), **a privately held, customer focused, commercial real estate developer located in Raritan Center, Edison, New Jersey seeks a**

**General Accountant to provide support for the Financial Services Team and various departments throughout the Company as required.**

**Skills, Abilities, and Qualifications:**

* **Under the general direction of the Controller and Assistant Controller, responsible for supporting the full scope of the accounting cycle. Additionally, responsible for the job costing and accounts payable functions for development projects.**
* **Accounting Degree with strong GPA is required.**
* **5-10 years’ experience required; real estate experience preferred.**
* **Strong quantitative skills required.**
* **Proficiency in Excel applications; MRI experience is a plus.**
* **Ability to work well with a diverse and talented group of coworkers, vendors, and customers.**
* **Strong written, verbal, and interpersonal communication skills required.**
* **Must be a highly motivated self-starter with ability to adapt to change.**

**Competitive Salary: Commensurate with Experience – Exempt Professional Position**

**Monday – Friday: 8:00 a.m. to 5:00 p.m. with a one-hour lunch break.**

**Work in the main office with the team; some work may be remote when required.**

**We Care, and We Deliver is our motto.** Our coworkers are our most important and valued resource - join the team and work in a respectful and appreciative environment.

FBC offers rich health benefits that includes medical, prescription, and dental fully paid by the Company for the coworker and their family. Other Company paid benefits include a 401(k) with Company match up to five percent that is fully vested from date of hire, life insurance, short- and long-term disability benefits, unique quarterly and annual bonus programs, tuition assistance, vacation, sick days, health and wellness programs, and approximately twelve paid holidays annually.

FBC holds regular meetings for education, training, and celebrations. Additionally, coworkers enjoy complimentary daily “grab & go” breakfast, lunch, beverages, and snack foods.

Please email, scan, or fax resumes to:

Dawn White, Executive Director of Human Resources

Email: [dwhite@fbcnj.com](mailto:dwhite@fbcnj.com) Fax: 732-225-0981

**The Interview Process:**

**Step One: Brief telephone interview with Human Resources.**

**Step Two: Application, resume and transcript review, basic skills testing, writing samples, initial interviews in person and/or via Teams Meetings, and facility tour with Human Resources.**

**Step Three: Interviews in person and/or via Teams Meetings with HR, Team Leaders, and applicable members of the team.**

**Step Four: Final interview(s) are with HR, the team leader, and the president.**

**Step Five: Contingent offer of employment is subject to positive results from background and reference checks by outside agencies, and a negative result on the drug screen at the post offer physical.**