

JOB OPPORTUNITY 2026

Federal Business Centers, a privately held commercial real estate developer located in Raritan Center, Edison, New Jersey seeks a **STAFF ACCOUNTANT to provide support for the **FINANCIAL SERVICES TEAM** and various departments throughout the Company as required.**

This position is primarily responsible for providing financial reporting and analysis, fixed asset management, Common Area Maintenance (CAM) processing, and Accounts Payable processing for real estate taxes. Additional responsibilities include a variety of General Accounting functions.

- Financial Reporting.
- CAM Budgeting, Estimates and Reconciliation.
- Bank Reconciliations and Fixed Asset Accounting.
- Real Estate Tax payments, Escrow Analysis and Tax Adjustments.
- Use Tax and Accounts Payable for Utilities.
- Audit Preparation and Participation.
- Superior numeric skills - high level of skill in math concepts; accuracy and precision.
- Strong analytical and reasoning abilities.
- Ability to work well with a diverse group of coworkers and vendors.
- Strong written and verbal communication skills; ability to tactfully communicate with diverse groups of customers.

Compensation: Base Rate Range \$79,000-\$89,000. Total compensation package to be determined by several factors including the selected candidate's education, experience, knowledge, skills, and abilities, as well as alignment with market data.

Monday – Friday: 8:00 a.m. to 5:00 p.m. with a one-hour lunch. (Exempt)

Full Company paid benefits include medical, prescription, dental, health fairs, 401K with Company match, life insurance, short- and long-term disability benefits, unique quarterly and annual bonus programs, tuition assistance, vacation, and sick days, and approximately twelve paid holidays.

The Company hold regular meetings for education, training, and celebrations, and we have a Company bowling team and other such gatherings associated with team camaraderie. The Company also provides daily breakfast, lunch, beverages, and afternoon snacks.

Please email resumes to:

Dawn White, Executive Director of Human Resources and Nanci Cooney, Assistant Director of Human Resources. Email: dwhite@fbcnj.com and ncooney@fbcnj.com

Interview Process:

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| Step One: | Brief telephone interview with Human Resources. |
| Step Two: | Application, resume and transcript review, basic skills assessments, writing samples and facility tour with Human Resources. |
| Step Three: | Interviews with Human Resources and applicable team leaders. |
| Step Four: | Final interview(s) with the department leader(s). |
| Step Five: | Contingent offer of employment 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. |