

HAMILTON PARTNERS, INC.  
300 Park Boulevard  
Suite 201  
Itasca, Illinois 60143-2636  
FAX: 630.250.8521

## **POSITION: ACCOUNTS RECIEVABLE**

One of the leading suburban Real Estate companies has an opportunity available to work as an Accounts Receivable Specialist in the Northwest Suburbs.

The position will be a part-time position working 2/3 days a week, 10-15 hours a week. Responsibilities include processing tenant receipts for the Hamilton Partners portfolio as well as other miscellaneous tasks as assigned. The position will work closely with the lease administrator, property managers and accountants in our Itasca office. Computer literacy required, with proficiency in MS Office, Excel, Word, and Yardi accounting software (preferred). We are seeking an individual who is a problem solver and possesses a positive attitude. Prefer experience in cash receipt processing but will consider other work experience. We offer a competitive hourly rate.

To be considered for this position, an application must be completed. Applications can be found @ [www.hamiltonpartners.com](http://www.hamiltonpartners.com). The application along with a resume should be sent to the below address:

Hamilton Partners  
300 Park Blvd. Suite 201  
Itasca, IL 60143  
Attn: Debbie Decker  
Fax: 630-250-4858 or email to [ddecker@hpre.com](mailto:ddecker@hpre.com)

No calls please. Resumes will be taken through 9-10-2021.