

POSITION: PART TIME ACCOUNTING INTERN

A leading suburban Real Estate Company seeks a part-time accounting intern to work in their Itasca office:

- Mid-May to Mid-August 2022
- 15-20 hours per week
- Tuesdays, Wednesdays and/or Thursdays
- 100% in-office

Our accounting intern will have the opportunity for on-the-job training focusing on the following duties & responsibilities:

- Completion of bank reconciliations
- Calculation of management fees
- Monthly reconciliations of various accounts
- Preparation of journal entries
- Special projects and administrative tasks as assigned

Our ideal candidate is a college business major that has completed at least one college level accounting course. Applicant should be self-motivated with a positive attitude and good communication skills. Computer literacy with proficiency in MS Office Excel and Word required.

To be considered for this position, an application must be completed which can be found at www.hamiltonpartners.com.

The application along with a resume should be sent to:

Hamilton Partners, Inc.
300 Park Blvd. Suite 201
Itasca, IL 60143
Attn: Debbie Decker
E-mail: ddecker@hpre.com
Fax: 630-250-4858

No calls please. Resumes will be taken through Friday 5/15/2022.