

## **POSITION: STAFF ACCOUNTANT**

Hamilton Partners a leading suburban Real Estate Company seeks a full-time Staff Accountant to work in their Itasca office.

Our staff accountant will work with other accounting personnel, property management and external parties to accomplish the following duties & responsibilities:

- Approval of bank recs and account reconciliations
- Analyze cash and funding of accounts payable
- General ledger review and analysis
- Prepare and post journal entries
- Coordinate various reporting packages and audit/tax workpapers
- Maintain depreciation and amortization schedules
- A variety of special projects including budgets and cash flows

The ideal candidate will be self-motivated and possess a positive attitude and excellent communication skills. Computer literacy with proficiency in MS Office Excel and Word required. Yardi and MRI experience a plus. Four-year accounting degree preferred.

We offer competitive compensation and benefits.

Only resumes accompanied by a completed application will be considered. The required application can be found at [www.hamiltonpartners.com](http://www.hamiltonpartners.com).

This application along with a resume should be remit via mail, fax, or email to:

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

No calls please.