

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

## **POSITION: SENIOR ACCOUNTANT**

A leading real estate developer seeks a full-time Senior Accountant to work in their Itasca office. Our senior accountant will work with other accounting personnel, property management and external parties on a portfolio of commercial real estate assets to accomplish the following duties & responsibilities:

- Responsible for the accuracy of financial statements and the general ledger
- Manage cash including distribution calculations
- Prepare income tax projections
- Review income tax returns, audit reports, and budgets
- Supervise, train, and develop staff
- Record capital transactions
- A variety of special projects

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 experience a plus. Four year accounting degree and 2 – 4 years experience required (real estate experience 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 email, fax, or mail to:

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

No calls please.

Any referrals must download application and fax/mail with resume, to Debbie Decker. If any HP employee is interested, please notify Debbie Decker.