

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

POSITION: STAFF ACCOUNTANT

A leading real estate developer is seeking 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 experience a plus. Four year accounting degree preferred, two-year associate degree will be considered.

We offer competitive compensation and benefits.

This application along with a resume should be submitted 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
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.