

Property Accountant

As a property accountant for our dynamic and growing company, you will be an integral part of our accounting team supporting our Management Services group. The Management team has grown exponentially in recent years, now responsible for more than 78 million square feet of real estate primarily in the Chicagoland area.

As a Chicago Tribune Top Workplace for five years and counting, we have an outstanding culture and work together as a team to deliver superior commercial real estate solutions to our clients.

As our newest team member, you will be performing the following duties:

- Prepare financials for both cash and accrual properties of various sizes and types
- Create distributions to clients so that investors can have returns on their investments
- Check for ACH's and lockboxes if Accounting Assistant is out of office
- Enter billing adjustments and tenant reconciliations
- Set up tenants in software systems
- Enter management fees in Nexus if Accounting Assistant is out of office
- Approve management fees in Nexus
- Special projects
- Work with auditors, pulling info and communicating
- Cash management i.e. check cash for open payables
- Communicate with Property Manager's if funding is needed
- Communicate with Property Manager's with any financial statement questions, i.e. accruals/reclasses
- Process and record mortgages
- Manage the bank reconciliation process
- Upload files to clients
- Additional duties as needed
- 10 – 20 properties

Apply today and ask me why I love working for NAI Hiffman!