



A Company Based on Fanatical Client Service

Millbrook Real Estate Company shares the same founders, and values, as one of America's great entrepreneurial success stories-the Quill Corporation. The same business philosophy is what today drives Millbrook's management teams. Our property management teams consist of senior-level professionals, each with over 15 years of commercial real estate experience. Together with the Millbrook approach translates into a meticulously maintained office building for your company to conduct business and fanatical tenant service for you.

We are a privately invested commercial real estate company that focus' on Class A Office Buildings. In these [#commercialrealestate](#) [#hiring](#) accounting roles, you will be responsible for providing accounting and financial analyses as it relates to the commercial real estate activity for property owners.

Internship Responsibilities

The candidate will work in the functional areas listed below and may perform (but not limited to) the outlined responsibilities

- Assist in providing analytical and daily support on multiple office buildings in multiple markets
- Candidate will learn to perform standard accounting reporting under the accrual method.
- Assist with the payroll process from beginning to end
- Cash Planning - Analyze proposed revenue, operating expense, and capital expense projections month to month
- Assist in the financial reporting process during closing periods.
- Assist in other day-to-day follow-up and record-keeping as part of the due diligence and closing processes
- Assist with invoicing, coding, and payment of invoices via the Accounts Payable process
- Perform monthly bank reconciliations as well as other AR-related responsibilities.
- Work closely with Property Management teams to ensure all rents are being paid timely on a monthly basis.

This position is a 12-week internship. Hourly pay will be determined by the candidate's skill level.

Becky Zitella, CPA, Managing Broker
CFO

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