

Harrison Street Real Estate Capital, a real estate private equity firm, is seeking to hire an Accounting Associate to join their Portfolio Accounting & Reporting team. The ideal candidate will have at least two years accounting experience and be successful working in a fast paced team environment.

Job Description: Specific duties will include:

- Coordinate with joint venture partners/3rd party managers to obtain property-level financial information.
- Review property-level financial information for reasonableness and record adjustments as necessary on a fair value basis of accounting.
- Perform a detailed review of property level financial statements and monthly reporting packages received from 3rd party managers and follow up as necessary.
- Monitor fund-level bank accounts and record fund-level financial activity to the general ledger.
- Manage cash activity for all Fund-level bank accounts, reconcile and record all cash activity to the Fund's general ledger.
- Consolidate property and fund level financial activity; participate in the preparation of consolidated fund financial statements, footnotes, and supplemental financial reporting.
- Responsible for maintaining Yardi general ledger for all property and fund related entities.
- Prepare draft response for on-going investor/consultant requests relative to investor reporting.
- Assist the Accounting and Portfolio Management teams with Fund cash analyses and projections to determine cash needs or cash availability for distribution.
- Help maintain Fund lines of credit including preparation of loan draws, recalculation of interest due and ensuring compliance with loan covenants.
- Work directly with independent auditors to complete year end Fund audits and tax filings.
- Work with portfolio analysts for fund model updates.
- Other duties as assigned.

Background Required:

- Bachelors degree in accounting or finance.
- 2+ years of accounting experience with real estate or financial services experience preferred.
- CPA preferred.
- Works well in a team environment.
- Yardi general ledger experience preferred.

APPLY ONLINE: <https://www.harrisonst.com/about/careers>