

Founded in 1966, Heitman LLC is a global real estate investment management firm with over \$36 billion in assets under management. Heitman's real estate investment strategies include direct investments in the equity or debt capitalization of a property or in the securities of listed and publicly traded real estate companies. Heitman serves a global client base with clients from North American, European, Middle Eastern and Asia-Pacific institutions, pension plans, foundations and corporations and individual investors. Headquartered in Chicago, with offices in Los Angeles, London, Luxembourg, Frankfurt, Munich, Warsaw, Hong Kong, Seoul, Tokyo, and Melbourne, Heitman's over 300 employees offer specialized expertise – from a specific discipline to local insight.

Our Chicago office is seeking an **Assistant Vice President, Finance Manager in Investor Accounting**. The AVP will lead the accounting and finance functions for Heitman America Real Estate Trust (HART), Heitman's \$8.8 billion core open-ended commingled fund. The successful candidate will be an excellent oral and written communicator with a demonstrated history of effectively managing and developing professional staff.

**The responsibilities of an Assistant Vice President, Finance Manager include, but are not limited to:**

- Manage and mentor a team of investor accounting professionals
- Act as ultimate "lead" in audit process
- Hold ultimate responsibility for all client reporting
- Serve as lead contact for Client Service & Marketing requests
- Implement fund/account strategy with Portfolio & Asset Management
- Monitor and create fund/account efficiencies and ensure implementation of improvements
- Direct client and consultant interaction
- Lead/organize team meetings
- Sign off on performance review ratings/team performance
- Demonstrate proficiency in analyzing in Argus, Yardi, IRR's and returns and discussing results with the Asset and Portfolio Manager(s)
- Analyze fund/account models and incentive fee calculations
- Participate in industry learning opportunities in and outside of Heitman
- Ensure fund/account compliance with IM agreement(s), JV agreement(s), and PM checklist(s)
- Ability to communicate analysis and information to team, department, properties, investment committee, and valuation committee
- Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts
- Show an in-depth understanding of properties within assigned fund
- Help determine staffing requirements, interview, hire and train new employees; help oversee the talent process
- Broaden market knowledge
- Exhibit ability to perform multiple projects, navigate through unexpected challenges, and bring about viable solutions that provide the best results

**We are seeking individuals who meet the following criteria:**

- Minimum of 5 years of real estate accounting and analysis experience
- Big 4 experience preferred
- Bachelor's degree in accounting or finance
- Proficiency in Excel
- Excellent communication and organization skills
- Deadline driven
- Ability to work efficiently in a fast-paced team environment
- Supervisory experience is a plus.
- Experience in Argus and Yardi software is a plus
- CPA is desirable

Heitman offers an excellent compensation and benefits package, including medical, dental and life insurance, 401K plan with employer match, and a generous vacation/sick plan.

Interested professionals should apply via our website at [www.heitman.com](http://www.heitman.com). Please make sure to select “careers” under the About tab to submit your cover letter and resume.

**NO PHONE CALLS PLEASE**

Equal Employment Opportunity: Heitman is an equal employment opportunity employer and complies with all applicable laws prohibiting discrimination based on race, color, creed, religion, sex, age, national origin or ancestry, physical, medical or mental disability or condition (including, without limitation, HIV and AIDS), developmental disability, handicap, denial of family and medical care leave, denial of pregnancy leave, domestic partner status, status as a victim of sexual or domestic violence (or familial relationship to such victim), veteran status, marital status, sexual orientation, arrest records, citizenship status, criminal history that has been expunged, unfavorable discharge from the military, or any other basis protected by federal, state or local laws.