

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 a **Portfolio Accountant (Accountant)** in **Investor Accounting**.

The responsibilities of a **Portfolio Accountant, Investor Accounting** include, but are not limited to:

- Works under the direction of Senior Portfolio Accountant(s) and/or Financial Analyst(s)
- Provide guidance and direction as needed to Associate(s)
- Prepare financial statements, supporting schedules, and related footnotes
- Calculate performance returns
- Analyze property operating statements; compute cash flow distributions, etc.
- Prepare quarterly property and debt valuations
- Administer and report using NCREIF and Yardi data
- Respond to basic auditor queries (providing PBC list items)
- Generate monthly, quarterly, consultant, and NCREIF reports
- Exhibit knowledge of Heitman and client specific reporting templates
- Prepare valuations – run from start to finish, showing information on cap sheet and present information to the team
- Demonstrate basic understanding of valuation assumptions
- Effectively communicate information and ideas through written business reports
- Prepare and analyze property budgets
- Assist in the preparation of annual business plans
- Complete special projects including due diligence review, leasehold analysis, consultant/client questionnaires, etc.
- Understand the governing agreements between Heitman and the client
- Help prepare schedules in compliance with IM agreement(s), JV agreement(s), and PM checklist(s)

We are seeking individuals who meet the following criteria:

- 1-3 years accounting experience
- Strong verbal and written communication skills
- CPA or intention to obtain CPA preferred
- Ability to prioritize tasks, work on multiple assignments, and manage ambiguity
- Ability to work both independently and as part of a team with professionals at all levels
- Proficiency in Microsoft Excel

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.

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.