

Harrison Street Real Estate Capital

Position: Accounting Associate

Chicago, IL

<http://www.harrisonst.com>

Harrison Street is a leading investment management firm exclusively focused on alternative real assets. Since inception in 2005, the Firm has created a series of differentiated investment solutions focused on demographic-driven, needs-based assets. The Firm has invested across senior housing, student housing, healthcare delivery, life sciences and storage real estate as well as social and utility infrastructure. Our experience spans investments on or near 180 universities and deep relationships with 30 top healthcare systems and 50 best-in-class operating partners. The Firm has more than 195 employees and approximately \$32.1 billion in assets under management. Harrison Street has acquired or developed 1,148 properties in 7 countries that equate to approximately \$40 billion in gross real estate cost. We continue to innovate with this unrivaled network throughout North America and Europe.

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 three years accounting experience and be successful working in a fast paced team environment. 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.
- Prepare opening and closing entries for acquisitions and dispositions of properties.
- Consolidate property and fund level financial activity; including consolidated fund financial statements, footnotes, and supplemental financial reporting.
- Responsible for maintaining Yardi general ledger for all property and fund related entities.
- Record investor level activity in Yardi and generate investor deliverables (Investor Account Statements, Capital Call Notices, and Distribution Notices)
- 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.
- Work directly with independent auditors to complete year end Fund audits and tax filings.
- Continuous improvement attitude; ability to seek out and implement internal or external best practices.
- Strong analytical abilities and perseverance to solve problems with high attention to detail
- Other duties as assigned.

Background Required:

- Bachelors degree in accounting or finance.
- 3+ years of accounting experience with real estate or financial services experience preferred.
- CPA preferred.
- Organized, and self-directed individual eager to learn.
- Strong written and verbal communication skills.
- Yardi general ledger experience preferred.
- Proficient in Microsoft Excel.