

<b>Position Title:</b>	Real Estate Accounting Manager
<b>Company:</b>	Newsweb LLC
<b>Location:</b>	Chicago, IL 60614
<b>Employment Type:</b>	Full-time
<b>Annual Salary:</b>	\$80k-\$90k
<b>Hours:</b>	Monday – Friday between the hours of 9:00 am to 5:00 pm
<b>Benefits:</b>	Medical, dental, vision, 401(k), disability, life insurance, paid time off and sick days
<b>Background Check:</b>	Yes
<b>Vaccination &amp; Booster Required:</b>	Yes
<b>Interested Candidates:</b>	Apply via <a href="#">Indeed</a> or send resumes directly to Jobs@Newsweb.com

### Summary

Newsweb LLC, a group of privately held companies in Chicago, is growing and seeking a professional and experienced Real Estate Accounting Manager to actively participate in overall management of diverse set of assets.

### Compensation

Highly competitive pay package commensurate with experience & excellent benefits package. Free onsite parking. Engaging & dynamic position. We are an equal opportunity employer with a progressive, LGBTQ-friendly environment & looking for someone who is excited to join our team. No relocation expenses. On-site attendance required. Limited remote work hours available.

### Responsibilities

- Day to day accounting of real estate holdings including quarterly financial reports and bank reconciliations.
- Create cash flow projections and assist in budget preparation to enhance property management and tax planning.
- Assist in providing investment analysis and planning for real estate acquisitions and dispositions.
- Prepare lease abstracts.
- Prepare various financial analysis and special projects as deemed necessary by management.
- Assist with the renewal and tracking of general liability and property insurance including updating schedules, tracking changes, and following up on open issues.
- Preparation of various state and federal government reports and annual Form 1099's.
- Assist in the preparation of tenant reconciliations and estimates in accordance with stipulated lease terms.
- Collaborate directly with property managers of managed properties.
- Assist in property management of both managed and non-managed properties.

### Required Qualifications

- Minimum of 7 years accounting experience in the real estate industry.
- Experience working with a diverse real estate portfolio having a value of at least \$250M comprised of various asset types including industrial, office and retail properties.
- Yardi, Entrata, MRI or other strong accounting software skills.
- Strong Excel spreadsheet skills.
- Property management accounting experience.
- Knowledge of general ledger, accruals and adjusting journal entries.
- Knowledge of leases, cash flow, asset capitalization, and budgeting.
- Experience preparing financial statements.
- Experience with real estate investment analysis.
- Exceptional communication skills; both written and verbal.
- Ability to work efficiently under pressure, drive project to completion and meet deadlines.

**Desired Qualifications**

- Experience converting accounting systems.
- Knowledge of ARGUS Enterprise software.
- Public accounting experience is a plus.

**Highly competitive pay package commensurate with experience & excellent benefits package. Free onsite parking. Ideal candidate is someone looking for a long-term position.** We are an equal opportunity employer with a progressive, LGBTQ-friendly environment looking for someone who is excited to join our team.

**Health and Safety**

The health and safety of our guests and staff is our priority. In an effort to reduce the risk of spreading COVID-19, we have adopted the following measures based on CDC, state, and city guidelines: All guests and staff must be fully vaccinated against COVID-19 and masks covering the mouth and nose are required at all times. All persons offered a position will be required to provide valid proof of full vaccination against COVID-19 prior to starting employment.