



BlueRoad Ventures is an alternative asset management and investment company with three distinct yet complementary areas of focus including financial and accounting services, private equity and real estate. We take a unique approach – with a multi-strategy platform, we leverage the synergies that exist across our complementary lines of business and areas of expertise to offer our partners customized and comprehensive solutions. We are a value-driven, straightforward and trusted partner with deep operational, investment, accounting and financial expertise.

JOB TITLE - Administrative Accountant

Chicago, IL

BlueRoad Ventures is currently seeking an Administrative Accountant to join our growing team. This individual will play an integral role in successfully supporting the accounting and finance needs for our real estate portfolio.

Essential Responsibilities

- Maintain confidential department records and office files in accordance with company procedures
- Preparation of journal entries and accruals for G/L
- Coordinate and assist with collecting, aggregating, preparing, and entering data
- Assist Director of Property Management in responding to tenant and owner requests for financial information and collections
- Assist in the preparation of financial statements for properties, including General Ledger month-end close and actual to budget variance review
- Processing of accounts payable and receivable
- Preparing and providing monthly, quarterly and annual tenant invoices
- Maintenance of tenant ledgers including year end reconciliations
- General office support
- Perform special projects as required

Education and Experience Requirements

- Bachelors degree
- Minimum of 2 years accounting and/or bookkeeping experience, with exposure to Real Estate preferred
- Software experience in MRI, Yardi, Excel or similar software a plus

Knowledge, Skills and Required Abilities

- Ability to operate with a high degree of flexibility, and adaptable to changing demands
- Knowledge and ability to effectively perform tasks using Microsoft Office products (Excel, Word, etc.).
- Self-starter and can work well independently as well as with others on a team
- Strong attention to detail and problem solving skills
- Ability to work effectively with third party managers, joint venture partners, tenants, and banks.

Send cover letter and resume to: careers@blueroadventures.com