



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 - Bookkeeper

Chicago, IL

BlueRoad Ventures is currently seeking a Bookkeeper to join our growing team. This individual will provide accounting and general support for the property and asset management team.

Essential Responsibilities

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

Education and Experience Requirements

- Bachelors degree
- Minimum of 1 to 2 years of accounting and/or bookkeeping experience. 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