***Millbrook Properties is seeking a Junior Accountant for its corporate headquarters in Buffalo Grove!***

As a **Junior Accountant** with **Millbrook Properties**, you will be responsible for providing accounts payable and accounts receivable support as well as some financial statement preparation to the Controller and Accounting Department. The main responsibility of this role is to ensure that vendor invoices and receivables are processed timely, accurately and completely, in compliance with the Accounting department's process standards. This individual will also assist the Staff Accountants with various projects including financial statement preparation.

**RESPONSIBILITIES** include but are not limited to…

* Responsible for coding and processing A/P invoices.
* Perform daily check runs and Avid uploads.
* Enter new vendor information and help in processing 1099’s.
* Apply and deposit receivables via bank scanners.
* Maintain and electronically file correspondence, invoices, check copies, and other records to the document management system.
* Research and resolve discrepancies associated with invoices.
* Manage outstanding receivables including follow-up with property management teams.
* Complete bank reconciliations, fixed assets, and journal entries on a quarterly basis for real estate entities.

**QUALIFICATIONS**

* 2-5 years’ work experience in the accounting field preferred.
* Bachelor’s degree preferred.
* Must be a proficient user of Microsoft Word, Excel, and Timberline or other property management software.
* Organized, detail oriented, self-motivated and discreet in handling confidential matters.

Interested candidates can mail resumes to HRDept@benida.com.