We are seeking a Full time Accounting Assistant. We need a team member that is friendly, detail oriented, can multi-task, and has good organizational and communication skills.

Salary/Hourly Rate: $18 per hour

Responsibilities will include:

• Accounting Related functions
• reviewing Section 8, SCRIE and DRIE accounts
• negotiating rents with tenants
• completing annual rent registrations
• Assist with other projects as needed

Training will be provided

Qualifications:
• Excellent written and verbal communication
• Ability to work in a team environment or independently
• Detail oriented and organizational skills
• Bachelor’s Degree