Accounting Assistant

The Heights Real Estate Company is seeking to hire a Full time Accounting Assistant. They 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

**Job Description:**
- 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