

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: \$20 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
- 1 year of Accounting experience
- Ability to work in a team environment or independently
 - Detail oriented and organizational skills
 - Bachelor's Degree