Trainee/Internship Program Offer

(10751) Accounting in Real Estate Program – Bridgeport, CT

Program Duration: 18 months
Compensation: $18.00 per hour
Housing: not provided
Number of Position Offered: 1

Host Company Description:
Located in Bridgeport, CT, the host company is a non-profit, affordable housing provider. They have been committed to improving the quality of life in communities with housing and services with a goal of financial self-sufficiency for families, veterans, and seniors throughout the state.

Program Description:
- Support the preparation of monthly, quarterly, and annual financial statements, ensuring accuracy and compliance with company standards.
- Process invoices, track payments, and manage accounts receivable
- Perform regular bank reconciliations, identify discrepancies and resolve any issues promptly.
- Accurately enter financial transactions, maintain organized and up-to-date records
- Assist in monitoring and analyzing property budgets, identifying variances, and providing reports to management for decision-making.

Applicant Qualifications:
- To apply for the **Trainee** program, applicants must have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **accounting/finance** field acquired outside the United States OR 5+ years of experience in this field.
- Proficiency in Microsoft Excel and familiarity with accounting software (e.g., QuickBooks, Yardi) is preferred; basic understanding of financial statements and general ledger.
- Excellent English skills--Strong written and oral interpersonal and communication skills.
- Demonstrated ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations.

How to Apply:
1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title