



Council for Educational Travel USA

Trainee/Internship Program Offer

(10627) Real Estate Accounting Program – Brooklyn, NY



Program Duration: 12–18 months

Compensation: \$17.00 per hour

Hours: 32–40 hours per week

Housing: Not Provided

Number of Position Offered: 1

Host Company Description:

A real estate company located in Brooklyn, NY, the host company owns and operates a number of retail, residential, and rental properties around New York. They focus on long-term growth of their property portfolio and are committed to the management, maintenance, improvement of their properties. With several different types of properties catering to a variety of socioeconomic backgrounds, they are able to sustain a diverse portfolio.

Program Description:

In this position, you will provide financial and clerical support to complete payments and control expenses, undertake strategic analysis, assisting with review of account statements, posting transactions, and reconciling accounts.

Responsibilities will include:

- Review recurring and one time property management expenses
- Review and approve AIA construction requisition invoices
- Ensure vendor documentation is complete and prepare lien waivers and other forms as needed
- Manage and reconcile multiple credit card accounts
- Assist with audits as needed

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **Finance / Accounting** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **Finance / Accounting** degrees and have at least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years in this field
- Applicant must speak advanced English, with a strong understanding of English accounting terminology.
- Strong skills of financial analysis
- Experienced with Microsoft Excel and other accounting software
- Strong knowledge of generally accepted accounting principles
- Applicant must be professional and confidential at all times



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