



Seasonal Accounting Administrative Assistant (May through September)

Chestnut Hill Realty's mission statement is "Managing People's Homes with Pride. The Accounting Assistant in our Corporate Division is essential to making our mission possible. Successful Administrative Assistants are strong communicators, a team player, have great organization skills who can work in an ever-changing fast-paced environment.

This position will provide you with an inside view of how a successful Accounting Department operates. This is a great opportunity for career advancement and professional development in Accounting. This seasonal position is full time and the assignment will last from May -September.

Position Responsibilities:

- Light accounts payable and accounts receivable
- General ledger,
- Bank reconciliation,
- Updating excel spreadsheets,
- Filing and copying as well as
- Phone coverage at the reception desk.

Requirements:

- Proficiency in Microsoft Excel and Word is preferred.
- Self-motivated and hard-working
- High-energy and commitment to high performance in a busy, multi-task work environment
- Sales or customer service experience preferred
- Experience with computerized data entry preferred.
- A degree, or working towards a degree in Accounting, or relevant accounting experience preferred.
- Seasonal Position, ending around Labor Day

All job offers contingent upon satisfactory background check.