



Chestnut Hill Realty

Summer Accounting Assistant (May through September) (Chestnut Hill, MA)

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 temporary position is full time and the assignment will last from May – September (approx). The responsibilities for this position include: 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. The position is located at our corporate office in Chestnut Hill and is a full time position (Monday-Friday; hours are flexible).

Requirements:

- Must be detail oriented and have strong organizational skills
- Experience with computerized data entry preferred.
- Proficiency in Microsoft Office Suite (in particular Excel).
- Ability to work in a fast-paced environment, individually and with others.
- Enrolled in a degree program in Accounting or relevant accounting experience preferred.
- Comfortable with the position ending on or around the end of September 2017.

Apply by email to resumes@chestnuthillrealty.com

All job offers contingent upon satisfactory background check.