**Job Title:** Accounting Position for Accounts Receivable/Payable

**Location:** Union City Business Location

**Hours:** M-F 8:30 am- 5:00 pm including ½ hour lunch

**Pay:** Hourly- $15.00 an hour

**Job Description:**

Open accounting position for accounts receivable and payable for a small property management company in Union City. Will be maintaining accounting ledgers for tenants and owners. Responsible for inputting financial transactions and balancing accounts.

**Requirements/Qualifications:**

- Fluent in English with good communication skills
- Basic computer skills
- Punctual
- Responsible
- Organized
- Pleasant and professional attitude
- Quick learner
- Cash management
- Accounting background a plus
- Ability to work with financial reports and monetary accounts
- Dress Code applies- business casual/professional

Please e-mail your resume as an attachment and a brief description or cover letter about yourself to apm7office1@gmail.com. Please put “Accounting Position” in the subject line of your e-mail. We are looking for serious applicants only.