



CETUSA
Council for Educational Travel, USA

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. They are seeking dedicated individuals who are interested in learning different aspects of business operations in a property management setting.

Program Description:

Individuals will receive hands-on experience in financial reporting, budgeting, and property accounting, providing valuable insights into real estate operations. Trainees can expect to learn how to manage accounts payable/receivable, assist with month-end closings, and gain proficiency in industry-specific accounting software, preparing them for a career in property management accounting.

- 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, including tenant rent collection and vendor payments.
- Bank Reconciliations: Perform regular bank reconciliations, identifying discrepancies and working to resolve any issues promptly.
- Accurately enter financial transactions into the accounting software, maintaining organized and up-to-date records of all financial activities.
- 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 hold **Business / Accounting / Finance** degrees and have least 1 year of professional work experience in accounting field, OR be career professionals of 5 or more years of professional 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