

Parnasah Referrals

Week of March 16th, 2026

Parnasah Referrals continues to be dedicated

לז"נ

חיים דוד יהודה בן ר' מרדכי הכהן ע"ה

My father's yahrtzeit is iy"H this Shabbos, Gimmel Nissan. Not a day goes by that I don't think about my father and the incredible example he set for all of us. I will always remember his quiet dedication to the countless chesed projects he was involved in throughout his life, always helping others without seeking recognition. His devotion to Torah was constant. The Daf Yomi and the many shiurim he attended were an essential part of his daily life, and his love for learning was truly inspiring.

The kovod he showed to the many Rabbanim he was associated with was remarkable. He spoke with such respect and humility, and it was clear how much he valued Torah and those who taught it.

One of the most special qualities about my father was that he never spoke badly about another person. He was a true ohev Yisroel, always seeing the good in others and treating everyone with warmth and respect.

He was a true role model in Torah, chesed, and maasim tovim, and the lessons he taught us through his actions continue to guide us every day.

May his neshama have an aliyah.

Office Manager

Kew Gardens Hills (Queens), NY | Salary: Very competitive | Full-Time

Office manager needed for a fast paced medical office in Kew Gardens Hills (Queens). Position is Monday through Friday. Responsibilities will include managing the other office staff.

Also answering phones, entering/checking patient information, collecting payment, basic office work (faxing, etc.).

Must be familiar with Microsoft Word and computer literate.

Experience is a must.

This is a front desk job, so the right candidate will be friendly, courteous, have great interpersonal skills, and love working with people! We're a warm office environment serving the KGH community, where patients and staff are treated like family.

Please send resume to: esb118@Yahoo.com

Thank you to Elie Bennett

Bookkeeper

Brooklyn, NY | Salary: \$75,000–\$90,000 | Full-Time, In-Person Only

Full-charge bookkeeper position available in Brooklyn. Responsibilities include full-cycle bookkeeping, bank and credit card reconciliations, AR/AP, payroll, and monthly reporting. Candidate must be skilled with QuickBooks and advanced Excel, and have at least 2 years of experience. Salary 75-90K. Position is in-person only.

Contact: [Moshe@ny.pcsjobs.org](mailto:moshe@ny.pcsjobs.org)

Thank you to Raizy Gold

Controller

Manhattan, NY | Salary: \$120,000–\$150,000 | Full-Time

Manhattan company looking to hire a controller. Responsibilities include overseeing accounting operations, month-end close, financial reporting budgeting, and team supervision. Must be an expert in QuickBooks and Excel, with 5 years' experience. Salary 120-150k.

Contact: [Moshe@nj.pcsjobs.org](mailto:moshe@nj.pcsjobs.org)

Thank you to Raizy Gold

Staff Accountant

Brooklyn, NY (CPA Office) | Salary: \$65,000–\$80,000 | Full-Time

Looking for a staff accountant in a CPA office in Brooklyn. Will be responsible for journal entries, bank reconciliations, AP/AR, and financial statements. Ideal candidate will be proficient in QuickBooks and Excel, 2-4 years experience. Salary 65-80k.

Contact: [Moshe@nj.pcsjobs.org](mailto:moshe@nj.pcsjobs.org)

Thank you to Raizy Gold

Office Manager

Flatbush, NY (Law Office) | Salary: Depends on experience | Full-Time

Busy Flatbush law office seeking a personable, organized Office Manager with good phone manners. Duties include greeting clients at the front desk, answering and managing calls, handling mailings and emails, and assisting with general office tasks. Prior office experience preferred, salary depends on experience.

Contact: rgold@ny.pcsjobs.org

Thank you to Raizy Gold

Office Administrator

Boro Park, NY | Salary: Depends on experience | Full-Time, All-Women's Office

All-women's office in Boro Park seeking a full-time Office Administrator. Responsibilities include general office work, Excel and Word tasks, and assisting with billing. The agency is willing to

train on their billing program. Organized, reliable candidates with basic computer skills encouraged to apply. Salary depends on experience.

Contact: rgold@ny.pcsjobs.org

Thank you to Raizy Gold

Bookkeeper

Sunset Park (near Boro Park), NY | Salary: Depends on experience | Full-Time, All-Female Office

Business office in Sunset Park (near Boro Park) is seeking a candidate with a basic understanding of bookkeeping and strong computer skills. All female office. Responsibilities include A/R and A/P work along with light accounting duties. Salary depends on experience.

Contact: rgold@ny.pcsjobs.org

Thank you to Raizy Gold

Case Worker

Boro Park, NY | Salary: Depends on experience | Full-Time, All-Female Office

Boro Park agency is seeking a Case Worker to manage client caseloads, provide advocacy and referrals, assess client needs, and maintain clear communication with colleagues. All female office. Salary depends on experience.

Contact: rgold@ny.pcsjobs.org

Thank you to Raizy Gold

Administrative Assistant

Williamsburg, NY | Salary: Depends on experience | Full-Time

Williamsburg office looking for an Administrative Assistant to support company's Accountant with daily activities and special projects, prepare certain financial reports within existing framework and parameters set by the accountant, communicate with clients, and assist the back-office processing team with data entry and analytics. Great perks! Salary depends on experience.

Contact: rgold@ny.pcsjobs.org

Thank you to Raizy Gold

Account Manager

Flatbush, NY | Salary: Depends on experience | Full-Time, All-Female Office

Flatbush office is seeking a detail-oriented, account manager in an all-female office to handle office tasks, emails, and multi tasks. Great Environment. Requirements: strong work ethic, attention to detail. Full-Time position, salary depends on experience.

Contact: rgold@ny.pcsjobs.org

Thank you to Raizy Gold

Property Accountant

Monsey, NY (Large Real Estate Company) | Salary: Depends on experience | Full-Time

Large real estate company seeks property accountant with 2-3 years' industry experience. Office located in the Monsey area. Required: Strong financial review and analysis skills; takes initiative to improve processes; good people and communication skills; able to troubleshoot issues with varying teams. Salary depends on experience.

Contact: Leah@nj.pcsjobs.org — You must note "For EZ" in the subject line to be considered.

Thank you to Raizy Gold

Accountant

Monsey, NY (Real Estate Company) | Salary: Depends on experience | Full-Time

Entry-level accountant needed for real estate company located in Monsey. Looking for someone with good social skills, self-confidence, and strong work ethic. Salary depends on experience.

Contact: Leah@nj.pcsjobs.org — Include "For AvPI" in the subject line to be considered.

Thank you to Raizy Gold

Data Developer

Lakewood, NJ (Healthcare Company) | Salary: Not specified | In-Person or Remote

Healthcare company in Lakewood is seeking a mid-level data developer with Power BI, SQL, and Excel. Position can be done in-person or remote.

Contact: aviva@nj.pcsjobs.org

Thank you to Raizy Gold

Operator

Location: Not specified | Salary: Base salary plus equity | Full-Time

Newly credentialed ABA company seeking an experienced operator to run the business. Preferably a State Director, but any candidate with serious ABA management experience will be considered. Base salary plus equity. Strong opportunity for the right person.

Resumes to: yoel@nj.pcsjobs.org

Thank you to Raizy Gold

Asset Management

Location: Not specified | Salary: Not specified | Full-Time

Asset management position for a construction related company. This is a high-level position which requires a sharp & bright individual that understands numbers/data and knows how to analyze markets and rates. Candidate must have experience in working with numbers, data and analyzing markets (does not need to be industry specific).

Contact: aviva@nj.pcsjobs.org

Thank you to Raizy Gold

Chief Technology Officer (Software)

Central NJ | Salary: \$200,000–\$250,000 | Full-Time, On-Site

Job Overview:

Oversee data security, management, and governance. Manage strategic vendor and technology partner relationships. Manage IT resource allocation, goal/KPI setting, and performance metrics. Define the company's overall technology strategy to support business objectives.

Responsibilities:

- Work with leadership to set clear priorities & goals for IT management & production, balancing the long-term and immediate needs
- Develop and manage annual and quarterly budgets
- Oversee software implementation, management, and governance
- Manage strategic vendor and technology partner relationships
- Manage IT resource allocation, goal/KPI setting, and performance metrics
- Define the company's overall technology strategy to support business objectives
- Make new software infrastructure decisions/implementations, ensuring technical excellence, versatility, and scalability in the architecting and engineering of product solutions, as well as managing all technical delivery
- Facilitate development & implementation of disaster recovery and IT security failure plans
- Ensure tight collaboration across departments to drive strategic initiatives, including understanding of the alignment between technology strategy and various technology road maps
- Create strategic plans and set timelines for evaluation, development, and deployment of all technical, web, and mobile services

Previous background in manufacturing is a very big plus.

Please send your resume to: HorowitzAvi@gmail.com

Thank you to Avi Horowitz

Paralegal – Real Estate / Corporate / Healthcare

Cedarhurst or Brooklyn, NY | Salary: \$70,000–\$125,000 commensurate with experience | Full-Time

Five Towns based law firm is seeking a Paralegal with any experience in real estate, title, corporate, healthcare or business transactions to join our team at either our Cedarhurst or Brooklyn offices.

Qualifications:

- Prior experience in real estate, healthcare, title, or corporate/business related legal work
- Strong organizational and communication skills
- Paralegal certificate is not required

Compensation:

Salary range: \$70,000–\$125,000, commensurate with experience.

If you're looking to join a collaborative and growing team, we'd love to hear from you.

Please email your resume to: admin@jntllp.com

Thank you to Daniela Blisko

Multiple Positions – HASC

Boro Park, Woodmere & Monsey | Salary: Not specified | Full-Time & Part-Time

MULTIPLE OPPORTUNITIES!

SIGN-ON BONUS FOR KEY POSITIONS!

Opportunity for Generous Referral Bonus Award!

- Teachers – Boro Park, Woodmere, Monsey
- Teacher Assistants (must have certification) – Boro Park, Woodmere, Monsey
- Teacher Aides/Shadows (must have high school diploma) – Boro Park, Woodmere, Monsey
- SEITS – Brooklyn, Staten Island, Woodmere (and Great Neck)
- Bilingual Spanish and Mandarin Evaluation Team: Speech, Psychologist, SEIT
- Hearing Teacher – Boro Park (part-time)
- Maintenance Worker – Woodmere (full-time)
- Occupational Therapists – Boro Park (full-time & part-time), Woodmere (part-time)
- Physical Therapists – Boro Park (full-time & part-time), Monsey (part-time)
- Speech Therapist – Boro Park (part-time)
- Vision Teacher – Boro Park (part-time)

At HASC, children and families are seen and treated as unique and special individuals. The staff are constantly challenged to address the needs of their students by using curricula and techniques unique to the field of special education. Innovation, creativity and motivation are the hallmarks of a HASC staff member. We have locations in Boropark, Woodmere and Monsey.

If you want to be part of HASC's dedicated team of professionals we would love to hear from you.

Please send your resume to: Cheryl.follman@hasc.net — indicating which position and which location you are interested in.

Thank you,

Cheryl

Cheryl Follman

Human Resources Director & Compliance Officer

HASC

6701 Bay Parkway, 2nd Floor, Brooklyn, NY 11204

P-direct: 718-686-5951 | P-main: 718-686-5900 | F: 718-686-5957

cheryl.follman@hasc.net | www.hasc.net

Thank you to Cheryl Follman

Associate Director, Grants – Birthright Israel Foundation

New York City, NY | Salary: Not specified | Full-Time

Birthright is hiring and looking for a talented, organized grant writer to join the team at Birthright Israel Foundation in NYC. If you know someone who's sharp, detail-oriented, a great project manager, and seasoned at crafting compelling proposals, please send along this job posting for the Associate Director, Grants role.

Job posting: <https://birthrightisrael.foundation/careers#associate-director-grants>

Thank you to Menachem Fischer

Real Estate Investment Associate / Senior Associate / Vice President

Teaneck, NJ (New York Metro Area) | Salary: Commensurate with experience + performance-based bonus | Full-Time

Company Overview:

The firm is a New Jersey-based real estate investment platform serving the greater New York metropolitan area, focused on acquiring, financing, and operating commercial real estate across multiple asset classes and capital structures. The firm specializes in sourcing complex and off-market transactions where creativity, speed of execution, and hands-on asset management can unlock significant value.

Led by experienced principals with deep transaction and operating expertise, the platform maintains an active investment pipeline and works closely with institutional capital partners, lenders, and operating partners to execute investments across major U.S. markets. The firm has executed numerous transactions across the Northeast and maintains an active pipeline of acquisitions, structured investments, and development opportunities.

The firm offers a highly entrepreneurial environment with meaningful exposure to transactions and investment decision-making.

Position Overview:

The firm is seeking an Investment Associate, Senior Associate, or Vice President with 2–8+ years of relevant experience to play a key role in acquisitions, asset management, and investment execution across the platform.

This individual will work closely with the firm's Principals and COO and will participate in all aspects of the investment lifecycle including sourcing, underwriting, financing, closing, and asset management. Depending on experience, the role may involve leading transaction execution, managing relationships with brokers and lenders, and mentoring junior team members.

The firm is actively investing across multiple strategies and asset classes and maintains a strong pipeline of opportunities, providing the successful candidate with exposure to a high volume of transactions and complex investment structures.

The role offers meaningful opportunity for professional growth and increasing responsibility as the firm continues to expand its investment platform. The successful candidate will work closely with senior leadership and take ownership in evaluating and executing investments across the firm's portfolio.

Responsibilities – Investment Origination & Execution:

- Source, evaluate, and underwrite commercial real estate investment opportunities
- Build and maintain financial models to analyze cash flow, returns, and investment scenarios
- Lead or play a central role in transaction execution, including underwriting, due diligence coordination, financing, and closing
- Prepare investment memoranda and materials for internal investment committee discussions
- Evaluate debt and equity structures, including opportunistic and structured real estate credit investments
- Interface with brokers, lenders, joint venture partners, and advisors throughout the transaction process

Responsibilities – Due Diligence & Investment Analysis:

- Coordinate the underwriting and due diligence process including financial modeling, Argus validation, lease abstracting, accounting reviews, and third-party report coordination
- Perform market research and competitive analysis to support investment decisions
- Analyze operating statements, rent rolls, capital plans, and development or construction budgets
- Review legal, financial, and technical diligence materials to validate underwriting assumptions

Responsibilities – Asset Management & Portfolio Strategy:

- Support asset management initiatives including business plan implementation, budgeting, leasing analysis, and portfolio reporting
- Monitor portfolio performance and assist in developing strategies to maximize asset value
- Coordinate lender, investor, and public agency reporting requirements
- Support capital raising initiatives, investor communications, and joint venture structuring

Responsibilities – Platform & Strategic Initiatives:

- Participate in property visits, market tours, and investment sourcing activities
- Build and maintain relationships with brokers, lenders, and operating partners
- Contribute to strategic initiatives across the investment platform
- Occasional travel as required

Qualifications:

- Bachelor's degree required, preferably in Real Estate, Finance, Accounting, Economics, or a related field

- 2–8+ years of relevant commercial real estate experience, including investment banking, private equity, acquisitions, transaction advisory, investment sales, asset management, or capital markets
- Direct experience underwriting office investments preferred
- Advanced financial modeling skills with strong analytical and quantitative capabilities
- Experience with Argus Enterprise strongly preferred
- Strong understanding of real estate finance including debt and equity structures
- Ability to analyze operating statements, rent rolls, and development or construction budgets
- Excellent verbal and written communication skills with strong attention to detail
- Ability to work independently in a fast-paced, entrepreneurial environment and manage multiple transactions simultaneously
- Advanced proficiency in Microsoft Excel, PowerPoint, Word, and Outlook

Compensation:

Base Salary: Commensurate with experience

Bonus: Performance-based bonus opportunity

Please email Danielle at: dpandel@treetopcompanies.com

Thank you to Menachem Fischer

Now Hiring

Growth Manager & Operations Assistant

Boro Park & Williamsburg, NY (with expansion to Lakewood NJ, Monsey, Five Towns, Kiryas Joel) | Salary: Base + Commission + Potential Stock Option | Full-Time

Industry: Courier & Last-Mile Delivery Services

We are a rapidly growing courier and last-mile delivery company currently operating in Boro Park and Williamsburg, with expansion plans into additional Jewish communities.

We are seeking a highly motivated, organised individual to join our team and play an important role in supporting our continued growth and expansion. A great opportunity for someone seeking long-term career growth with strong earning potential.

Role Overview:

The successful candidate will work closely with operation teams and manage sales, marketing, client onboarding and operational coordination to ensure an excellent client experience as the business scales.

Key Responsibilities:

- Sales outreach and new client acquisition
- Client onboarding and relationship management
- Marketing engagement and campaign coordination
- Supporting operational teams to ensure smooth service delivery
- Assisting management with expansion into new service areas

Candidate Profile — We are looking for someone who is:

- Friendly and professional
- Positive, proactive and solution-oriented
- Highly organised and reliable
- Comfortable communicating with business owners, organisations and community clients
- Eager to grow together with a fast-expanding company

Language Requirements:

Fluent English / Yiddish

Pay:

- Base Salary (commensurate with experience, skills, and capabilities)
- Attractive Commission Structure
- Potential Stock Option for the right candidate

Location:

Primary operations based in Boro Park and Williamsburg, with involvement in expansion into additional Jewish neighbourhoods.

Expansion Plans:

In line with our expansion plans, we are also seeking candidates based in Lakewood, NJ; Monsey / Rockland County; Five Towns Long Island; and Kiryas Joel.

Apply:

Send your Resume and a short introduction outlining your interest to:

<https://wa.link/9swoh8>

Or WhatsApp: +1 (347) 661-9070

Thank you to Menachem Fischer

Data Maintenance Specialist

Brooklyn, NY | Salary: \$25-\$30/hr | Mon-Thu 9-5, Fri 9-12/1

Established medical referral organization seeking organized Data Maintenance Specialist to keep physician information accurate and up to date.

Tasks:

- Update physician profiles in the database
- Research doctor locations, affiliations, and specialties
- Verify information online and by phone when needed
- Organize and maintain accurate records

Qualifications:

- Strong reading and research skills
- Good computer skills
- Excellent attention to detail
- Responsible, resourceful, and able to research and learn new topics independently

Benefits:

- Paid holidays off

- Jewish holidays off
- PTO/vacation offered

Send resume to: dov.smstaffing@gmail.com | WhatsApp: +1-514-632-3686

Thank you to Menachem Fischer

Sales Position

Remote (Work from Home) | Salary: Commission — Great Pay | Part-Time

No cold calling, only warm leads.

Please email your resume to: Zsimcha1@gmail.com

Thank you to Menachem Fischer

Payroll Assistant

Brooklyn, NY | Salary: \$28–\$35/hour | Full-Time, On-Site

We are seeking a Payroll Assistant to join our team. This is a full-time, on-site position with opportunities to learn and grow. Training will be provided for the right candidate.

Requirements:

- Strong math and numerical skills
- Detail-oriented and organized
- Ability to work with payroll data and reports
- Willingness to learn and be trained

If you are reliable, motivated, and ready to build your skills in payroll and finance, we would love to hear from you.

To apply, please email your resume to: resumes@LBAPS.com

Thank you to Menachem Fischer

Associate Director of Development

Location: Not specified | Salary: \$85,000–\$95,000 plus benefits | Full-Time

One Israel Fund is a leading nonprofit dedicated to strengthening the safety and wellbeing of Jewish communities in Judea and Samaria through critical security, emergency, and social welfare initiatives.

Role Overview:

The Associate Director of Development supports and executes the organization's event-driven fundraising efforts. This role works closely with senior leadership and marketing teams to plan and deliver high-impact events that strengthen donor engagement and drive revenue.

Key Responsibilities:

- Support planning and execution of all fundraising events, including parlor meetings and the Annual Gala

- Manage event logistics, timelines, vendors, budgets and on-site execution
- Collaborate with Development and Marketing teams on sponsorships, ticketing and materials
- Support senior leadership with event preparation and donor-facing engagements
- Track expenses, assist with post-event reporting and contribute to continuous improvement
- Stewardship and solicitation of existing donors
- Identify, develop and solicit new prospective donors

Qualifications:

- 5+ years of nonprofit development or event management experience
- Experience supporting revenue-generating events (galas, benefit dinners, regional events)
- Strong project management, communication and organizational skills
- Comfortable working with senior leadership and external partners
- Experience with CRM systems and event platforms
- Willingness to travel domestically
- Detail-oriented, adaptable and mission-driven

Salary:

\$85,000–\$95,000 plus benefits commensurate with experience

To apply, send resume and cover letter to: job@oneisraelfund.org

Thank you to Menachem Fischer

Medical Assistant (House Calls)

Upstate NY / Catskills Area | Salary: Great pay | Full-Time

Looking to hire immediately!!!

Looking for medical assistants to go around doing house calls in the Upstate NY, Catskills area.

Experience preferred but willing to train!

Great environment, great pay!!

WhatsApp or call: (845) 521-1829

Thank you to Menachem Fischer

Fine Jewelry Sales Professional

Park Slope, Brooklyn, NY (Facets Fine Jewelry) | Salary: Up to \$150,000 based on experience | Full-Time

Facets Fine Jewelry, a well-established fine jewelry boutique in Park Slope, Brooklyn, is looking for an experienced and knowledgeable jewelry sales professional to join our team. The ideal candidate has a proven track record in fine jewelry sales, deep product knowledge, and the ability to build genuine client relationships. Our sales approach is consultative and client-centered — not aggressive. You should be able to walk in ready to sell with minimal onboarding. GIA certification is strongly preferred.

Punctuality, dedication, and professionalism are a must.

To apply, email: info@facetsy.com

Thank you to Menachem Fischer

Amazon Brands Manager

Valley Stream, NY 11580 — Reliable 1 Laboratories LLC (Amazon Store: One Stop OTC and More) |
Salary: \$60,000–\$65,000 base depending on experience | Hybrid

Please send Resumes to Evan Seltzer: Evan.Seltzer@reliable1labs.com

We are seeking an experienced Amazon Brands Manager to drive growth and profitability for our Private Label and Brand Products on Seller Central. You will own catalog optimization, creative content, and full-funnel advertising both on and off Amazon.

Key Responsibilities:

- Manage and optimize catalogs and listings, including keywords, SEO (titles, bullets, descriptions, backend terms), variations, and media assets
- Develop A+ Content, Storefronts, and Posts to improve conversion, storytelling, and customer experience
- Lead full-funnel ad strategy across Sponsored Products, Brands, Display, including structure, targeting, bidding, and ACoS/TACoS management
- Drive external traffic via affiliates/influencers, social ads, Google Ads, email, content partnerships, and PR
- Perform bulk uploads/edits and maintain listing health, resolving suppressions and policy issues
- Use competitive analysis and analytics tools to improve rankings, conversion, ROAS, and sales
- Partner with creative, operations, and supply chain on assets, launches, and inventory planning
- Stay current on Amazon policies, algorithms, and marketplace trends

Required Qualifications:

- 5+ years managing brands on Amazon Seller Central with expertise in both listings and advertising
- Strong skills in Amazon SEO, listing creation, variations, A+ Content, Storefronts
- Proven success with Sponsored Products, Brands, and Display delivering profitable ACoS/TACoS at scale
- Experience leading high-performing e-commerce or Amazon teams
- Advanced analytical ability with tools such as Helium 10 & Jungle Scout
- Excellent copywriting, strategic thinking, leadership, and collaboration skills

Preferred Skills:

- Experience driving off-Amazon traffic via influencer/affiliate platforms and external ad networks
- Background in managing multiple brands or working in an Amazon-focused agency
- Familiarity with Amazon Attribution, Google Analytics, Triple Whale, advanced audiences, or global marketplaces

- Proven success launching new products, fixing hijacked listings, or turning around underperforming brands
- Communication

Please send resumes to Evan Seltzer: Evan.Seltzer@reliable1labs.com

Thank you to Menachem Fischer

Now Hiring – Two Open Roles

1. Physical Therapist

Closter, NJ | Salary: \$85,000–\$100,000 | Full-Time or Part-Time (4×10s or 5×8s with some evenings)

A multidisciplinary clinic focused on chronic pain management and integrative care is seeking a compassionate Physical Therapist to evaluate patients, develop personalized rehab plans, and collaborate with physicians and specialists to improve patient outcomes.

2. Property & Casualty Customer Service Representative

Paramus, NJ | Salary: \$25–\$30/hour

An established insurance agency is looking for an experienced P&C Customer Service Rep to support personal and/or commercial lines accounts, assist clients with policy changes, renewals, certificates of insurance, and maintain strong carrier relationships.

If you know someone who may be a fit, please have them email:

eve@blackbirdrecruiting.com

Thank you to Menachem Fischer

Administrative Assistant

Boro Park, NY & Lakewood, NJ — Roth&Co CPA | Salary: \$28–\$35 BOE | Full-Time (Lakewood may also be temporary)

Administrative Assistants for Boro Park and Lakewood locations. Lakewood could also be temporary as well as full-time.

<https://rothcocpa.com/careers/executive-assistant-ny-nj/>

Roth&Co is a fast-growing mid-sized Certified Public Accounting firm. We are seeking an experienced (2+ years) talented, and professional Assistant to join us in our Boro Park and Lakewood locations. The successful candidate will play a key role in the success of the firm by being a direct support to our staff members and partners. This is a full-time position.

Skills Required:

- Strong attention to detail and ability to stay organized under pressure
- Great at juggling multiple tasks and shifting priorities in a fast-paced environment
- Comfortable making decisions and thinking ahead to solve problems
- Works well with others and brings a positive, professional attitude
- Solid communication and tech skills (Microsoft Word, Excel, Outlook, etc.)

Responsibilities Include:

- Provide day-to-day administrative support to Partners, including calendar and travel management

- Help draft documents, emails, and presentations
- Handle calls, Zooms, and client interactions professionally
- Track and follow up on outstanding client payments and handle collections for the Partner's clients (Accounts Receivable a bonus)
- Collaborate with the admin team to keep the office running efficiently and handle general clerical tasks

Visit Our Website

Rothcocpa.com

Email Us

[Careers careers@rothcocpa.com](mailto:Careers_careers@rothcocpa.com)

Salary: \$28-\$35 BOE

Thank you to Menachem Fischer

Avi Schoenbrun | Parnasah Referrals

לז"נ: חיים דוד יהודה בן ר' מרדכי הכהן ע"ה

Please forward all job referrals to: parnasahreferrals@verizon.net

Thank you to Leba Ginsberg for editing!