

Thank you to Aaron Schindler for the following job openings:

The Benefits Admin. assists with the day-to-day administration of employee benefit programs, ensuring accurate enrollment, compliance with regulations, and excellent employee support. This role serves as a key liaison between employees, HR, and benefit vendors to deliver a seamless benefits experience.

### **Key Responsibilities**

- Assists the Benefits team in administering employee benefit programs, including health, dental, vision, life insurance, disability, retirement plans, and other ancillary benefits
- Reviews and processes benefit enrollments, life event changes, and terminations in HRIS and vendor systems
- Serve as point of contact for employee benefits questions and issue resolution
- Coordinate annual open enrollment, including communications, system setup, and employee education
- Process COBRA, leave-of-absence benefits, and retirement plan enrollments and contributions
- Review and process tuition reimbursement and wedding benefit requests
- Maintain vendor discounts page and review internal employee purchases for compliance with company policy
- Reconcile benefits invoices and resolve discrepancies with vendors and payroll
- Maintain accurate employee benefits records and documentation
- Assist with benefits audits, reporting, and data analysis
- Lead new hire orientations by educating new employees on B&H benefit plans
- Support benefits renewals and vendor management activities
- Ensure employee-facing benefits materials are accurate and updated
- Assist Payroll team with ad hoc requests, as needed

## Qualifications

- 1+ years of experience in benefits administration or HR operations
- Knowledge of employee benefits programs and applicable regulations
- Experience with HRIS and benefits administration systems
- Strong attention to detail and organizational skills
- Excellent communication and customer service skills
- Ability to handle confidential information with discretion

Resumes to [employment@bhphoto.com](mailto:employment@bhphoto.com)

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Thank you to Mark Sapoznick for the following job opening:

### **Interborough Developmental & Consultation Center - Brooklyn, NY**

**Position Title:** Director of Financial Reporting and Budgeting – Grants - Full Time

**Salary Range:** \$115,000 - \$125,000 per annum based on experience:

#### **Position Summary:**

The Director of Financial Reporting and Budgeting - Grants is responsible for overseeing the financial planning, budgeting, forecasting, and analysis functions of Grants. The Director will work to meaningfully organize data sets and metrics to be used by Clinical and Administrative leaders.

#### **Responsibilities**

- Prepare timely and accurate monthly financial reports, dashboards, and presentations for senior management and program directors, highlighting key performance indicators and financial metrics.
- Develop financial forecasts including volume projections.
- Interface with IT to implement a database to develop a budget to actual cost analysis.
- Budgeting to evaluate and present analysis to support new business development (e.g. grants).
- Evaluates opportunities for standardization, measuring and identifying avoidable quality and cost variations.
- Ability to summarize detailed data into actionable recommendations for audiences of varying backgrounds.
- Works collaboratively with other departments regarding operating and capital budgets.

- Analyzes billing data for revenue cycle initiatives and rate evaluation.
- Participates in strategic planning initiatives.
- Assists the finance team with financial reporting requirements.
- Handles special projects assigned.
- Reports to Controller and CFO.

### **Education Requirements**

- Bachelor's degree in Accounting or Finance, with healthcare concentration.
- Advanced Excel skills.

### **Experience Requirements**

- Minimum of 7 years of progressive accounting and/or finance role experience in financial planning and analysis, preferably within the healthcare industry.
- Experience with Government (Federal, State, City) and Community-Based Agency grants
- Experience with database environments, clinical and informational systems a plus
- Proven ability in project management and all phases of project documentation.
- Successful work performance demonstrating an ability to communicate effectively, partner with team and other divisions, use productive work methods, exercise sound judgment, and display initiative and innovation on the job.

Please send resumes to Mordechai Schechter at [mschechter@interborough.org](mailto:mschechter@interborough.org).

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Thank you to Shlomo Meisels for the following job opening:

\$25 - \$30 an hour

 North Bergen, New Jersey

 Full-time

Job Description:

Tasks-

Answering phones

Greet people entering the office

Invoicing

Basic office work

Qualifications-

Good communication skills

Team player

Basic computer knowledge

Motivated

Responsible

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000659>

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Thank you to Renee Levis for the following job opening:

We're a fast-moving technology company looking for an **Account Executive** who thrives in a client-facing role and enjoys building strong relationships. You'll work directly with clients, help them solve problems, and introduce them to new services that support their success. You'll also play a key role in bringing in new business and shaping the future growth of the company.

If you're ambitious, motivated, and excited about big career upside, this role is for you.

Compensation: \$80–120K base DOE + commission + bonuses

Benefits: Health, dental, vision, life insurance, 401(k) with match, and PTO

Apply by sending your resume to [hross@ymsassociates.com](mailto:hross@ymsassociates.com)

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Thank you to Menachem Fischer for the following job openings;

### **Service Coordinator**

Spring Valley, NY | Full-Time, In-Office

Join a dynamic team dedicated to delivering exceptional service and support to customers. We are seeking a detail-oriented and customer-focused Service Coordinator to manage service scheduling, coordinate with vendors, respond to inquiries, and resolve issues efficiently.

Ideal Candidate:

- \* Strong organizational and communication skills
- \* Experience in customer service or technical support
- \* Proactive, detail-oriented, and able to manage multiple priorities
- \* Comfortable collaborating with internal teams and external partners
- \* Problem-solving mindset with a focus on process improvement

✉ Apply by sending your resume to: [jobs@culinarydepot.com](mailto:jobs@culinarydepot.com) or click on the link to apply

<https://culinarydepot.applytojob.com/apply/XBLNGHWESC/Service-Coordinator?source=WhatsAppAS>

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Job Title: \* **Amazon Project Manager**

\*Location\*: Brooklyn, NY

\*Salary\*: \$65K - \$75K/Year

A fast-growing consumer products company is seeking an Amazon Project Manager to manage private-label administrative workflows from concept through launch.

✉ [Koppel@bhirednyc.com](mailto:Koppel@bhirednyc.com)

☎ <https://wa.me/13478805432> \*Job Title\*:

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Systems Operations Manager

\*Location\*: Brooklyn, NY

\*Salary\*: \$80K - \$120K/Year

A payroll and tax services company is seeking a Systems Operations Manager to streamline processes, improve operational efficiency, and introduce innovative tools to support client payroll and filing workflows.

 [Racheli@bhirednyc.com](mailto:Racheli@bhirednyc.com)

 <https://wa.me/13474551015>

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**Senior Accountant role** – Borough Park, Brooklyn (onsite, 30–40 hrs/wk).  
B2B packaging/import/distribution company, high-volume AP/AR & inventory.

Looking for someone who:

Has 4+ years real accounting (AP, AR, monthly close, reconciliations)

Has inventory / landed cost experience in distribution/importing/logistics

Knows GAAP and can own the full accounting function solo

Has strong NetSuite + Excel (NetSuite strongly preferred)

Comp: \$75–95K.

Email resume to [Hannah@modrecruit.com](mailto:Hannah@modrecruit.com)

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### **To Apply**

Please send your resume and cover letter to [jobs@aleph-institute.org](mailto:jobs@aleph-institute.org) with “Major Gifts Officer” in the subject line.

<https://www.jewishjobs.com/job/nhphav/major-gifts-officer/new-york/ny/united-states>

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### **\*Team Leader\***

 **\*\$80K\***

 **\*Williamsburg, NY\***

An established organization is seeking a dynamic Team Leader to oversee one of the following departments: Case Management, HR, or Bookkeeping & Payroll. The ideal candidate is a confident, proactive leader with strong communication skills and the ability to independently manage teams and processes.

This role offers a fast-paced environment with opportunities for growth. If you're passionate about leading teams and driving success, we'd love to hear from you.

Reach out for details or to learn about our other openings.

<https://wa.me/18454228098>

\*Send your resume:\*

 [Rikki@hiresolutionsny.com](mailto:Rikki@hiresolutionsny.com)

 845-422-8098 Ext. 104

<https://www.jewishjobs.com/job/nhphav/major-gifts-officer/new-york/ny/united-states>

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\*Job Title:\* **Payroll Specialist**

\*Location:\* Five Towns

\*Salary:\* \$60K–\$80K

\*Description:\*

A well-established organization is seeking a detail-oriented Payroll Specialist who can effectively troubleshoot payroll issues while supporting HR onboarding efforts. This role requires accuracy, confidentiality, and strong problem-solving skills.

\*Responsibilities:\*

- Prepare, review, and process payroll data accurately and on time
- Troubleshoot and resolve payroll discrepancies and related issues
- Organize and maintain payroll and employee records
- Assist HR with onboarding tasks, including document collection

\*Qualifications:\*

- Minimum one year of experience with ADP or similar payroll software
- Strong troubleshooting and problem-solving abilities
- Highly detail-oriented and well organized
- Trustworthy with the ability to handle sensitive information
- Experience in healthcare, ABA, or behavioral health is a plus

\*Please send your resume to [Careers@StingStaffing.com](mailto:Careers@StingStaffing.com)\*

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### **Executive Assistant for Boro Park/ Lakewood.**

Roth&Co is a fast-growing mid-sized Certified Public Accounting firm. We are seeking a talented, and professional Assistant to join us in our Boro Park and Lakewood location. 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 • Collaborate with the admin team to keep the office running efficiently and handle general clerical tasks

**\*Visit Our Website\***

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

**\*Email Us\***

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

Salary: \$28-\$35 BOE

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**\*BCBA (Board Certified Behavior Analyst)\***



\*\$120/hr\*



\*Remote\*



\*Min. 20 hrs/week\*

**\*Role + Tasks\***

Provide remote ABA supervision & support.

Georgia license (or willing to get one) + travel to Atlanta monthly for a day.

Conduct FBAs & create plans

Supervise RBTs

Implement ABA programs

Train caregivers & track progress

**\*Requirements\***

Active BCBA

Master's in ABA/Psych or related

2+ yrs ABA exp (ASD preferred)

\*Pay & Benefits\*  
\$120/hr + bonuses  
Health, dental, vision  
401(k), PTO, holidays

\*Send resume via WhatsApp - +1 (514) 632-3686\*

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## **PROJECT MANAGER\*\***

\*\*Full-Time | In-Office\*\*

\*\*Location: Lakewood, NJ\*\*

We're looking for a sharp, highly organized **Project Manager\*\*** with strong leadership skills to join our growing Lakewood team.

This role is a great fit if you are:

- \* Detail-oriented and able to manage multiple projects at once
- \* A natural leader and team player who motivates and guides others
- \* Proactive, resourceful, and solutions-driven
- \* Comfortable coordinating vendors, timelines, and budgets
- \* An excellent communicator who thrives in a fast-paced environment

**\*\*Prior experience in event planning or production management is required.\*\***

Ready to lead and grow with us?

Message us on WhatsApp at **\*\*718-640-2559\*\***.

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Send resume to: [stealthdermco@gmail.com](mailto:stealthdermco@gmail.com)

### **About the job**

**Marketing Lead – Cosmetic Skincare Startup (Part-Time leading to Full-Time, Remote)**

### **About Us**

We're a stealth-mode skincare company launching three clinically-tested dermatology products: an aluminum-free all-natural deodorant, a skin-tightening soap and an age spot serum. We're seeking a driven, marketing professional to help build our brand from the ground up.

### **The Role**

This is a remote position ideal for someone who thrives in early-stage environments and wants meaningful equity upside. You'll own our go-to-market strategy and have a direct impact on the company's success.

### **What You'll Do**

- Develop and execute a comprehensive brand-building and marketing strategy
- Identify and manage influencer partnerships and collaborations
- Oversee multi-channel marketing campaigns across social, digital, and e-commerce platforms
- Drive measurable sales results from day one

## What We're Looking For

- Proven track record building brands and generating revenue in beauty, skincare, or cosmetic dermatology
- Deep understanding of e-commerce marketing channels and customer acquisition
- Experience working with influencers and content creators
- Strong communication skills with the ability to craft compelling brand messaging
- Self-starter comfortable working independently in a fast-paced startup environment
- Bachelor's degree in Marketing, Communications, or related field preferred

## Nice to Have

- Website development experience (Shopify or similar)
- 3PL and fulfillment operations knowledge
- Prior startup or entrepreneurial experience

## Compensation

This role offers equity compensation with clear performance-based incentives aligned to company success.

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\*JOB OPENING!\*

## Office Administrator

- 📍 Brooklyn, NY
- 🏢 Real Estate Office
- 🕒 Full-Time | 9:00 AM – 5:00 PM
- 💰 Salary: \$25 hour

A growing real estate office in Brooklyn is seeking a responsible and capable Office Administrator to support daily office operations and assist the executive team.

Responsibilities include:

- Assisting the executive with day-to-day administrative tasks
- Cashing checks and handling basic financial paperwork
- Preparing and organizing invoices
- General office support and coordination

\*Requirements:\*

- Strong sense of responsibility and reliability
- Organized, detail-oriented, and capable of handling sensitive tasks
- Professional experience is a plus, but not required
- Female preferred

\*Compensation & Benefits:\*

- Competitive salary (\$48K–\$52K)
- Paid time off
- Monthly travel allowance

\*To apply:\*

 [Benny@essek.org](mailto:Benny@essek.org)

 786-362-3964

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**\*Executive / Sales Assistant\*** (\$65-90k/yr) Manhattan Wholesale Company seeking \*Executive / Sales Assistant\* to support the sales team and management, including assisting with order processing, client communication, preparing sales reports and spreadsheets, coordinating with vendors, maintaining inventory and pricing records, and supporting special projects. Ideal candidate is organized, detail-oriented, comfortable with numbers, and able to thrive in a fast-paced environment. \*Prior wholesale or sales support experience preferred.\* Resumes can be sent to [resumes@careerlyny.com](mailto:resumes@careerlyny.com) or via WhatsApp at 8452763040.

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**\*Female Office Assistant (Entry-Level w/ Office Experience)\***

\* \$25–\$30/hr\*

\* Flatbush, NY\*

\* Mon–Thurs 9–5, Fri 9–12/1\*

We're looking for a reliable Office Assistant to support daily administrative work in a busy office. \*Someone who is organized, sharp, and stays on top of details.\* This role includes general office tasks as well as helping with insurance authorizations and follow-ups. It's a great fit for someone with basic office experience who is comfortable on the phone and eager to learn. \*Full training provided — no prior insurance experience required.\*

\*What you'll be doing\*

Organizing and processing paperwork  
Entering and updating information in internal systems  
Making follow-up calls to insurance companies to check authorization statuses  
Contacting parents to collect or clarify required documents  
Supporting the team with day-to-day administrative tasks

\*What we're looking for\*

Basic office or administrative experience  
Comfortable using a computer and entering data  
Organized, reliable, and detail-aware  
Clear communication and professional phone skills  
Able to manage follow-ups and see tasks through

\* Send resume via WhatsApp – +1-514-632-3686\*

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Job Title\*: **Creative Director**

\*Location\*: Brooklyn, NY

\*Salary\*: \$100K - \$150K/Year

A marketing firm is seeking a Creative Director with strong graphic design skills to lead the creative vision across all campaigns and client projects.

 [Chaya@bhirednyc.com](mailto:Chaya@bhirednyc.com)

 <https://wa.me/13474550805>

 [\\*https://recruiterflow.com/Bhired/jobs/1994\\*](https://recruiterflow.com/Bhired/jobs/1994)

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Hiring responsible and fun girls age 17+ Make a difference in your spare time!

Children with additional needs from your community need you!

### **Be an ABA Para!**

\*Flatbush/Midwood openings\*

\*E35th and Ave P\*

Tues & Wed 6:30- 8:30pm

\*E14th & Ave P\* Mon-Thurs 2-6pm

\*E29th & Ave L\*

Mon- Thurs 3:45-5:45

\*E15th & Ave N\*

A few hours Shabbos & Sunday

\$22/hr for age 17

\$25-\$30/hr for high school graduates (based on experience)

For more information and to apply please call 347 946 4506 Or  
email [smarkovic@yeled.org](mailto:smarkovic@yeled.org)

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\*Job Title:\* **Property Accountant**

\*Location:\* Brooklyn

\*Salary:\* \$60K-\$75K

\*Description:\*

A well-established real estate organization is seeking a detail-oriented Property Accountant to manage financial operations for a portfolio of properties. This is a full-time, in-office role supporting day-to-day accounting functions.

**\*Responsibilities:\***

- Manage general ledger entries for assigned properties
- Reconcile bank accounts and balance sheets
- Coordinate with property management on budgets and expenses
- Assist with audits and year-end close

**\*Qualifications:\***

- Minimum of 2 years of property accounting experience
- Experience with property management accounting software
- Strong understanding of practical accounting application
- High attention to detail and accuracy

\*Please send your resume to [Careers@StingStaffing.com](mailto:Careers@StingStaffing.com)\*

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Avi Schoenbrun

Parnasah Referrals

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

Please forward all job referrals to

[parnasahreferrals@verizon.net](mailto:parnasahreferrals@verizon.net)

Thank you to Leba Ginsberg for editing!

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