

Thank you To Muti Salamon and Bryndie Fogel for the following job opening:

**Senior Systems Engineer (Tier 3)**

Onsite in Monsey New York

Senior Systems Engineer (Tier 3) to own infrastructure projects, automation initiatives, and systems integrations across a multi-site, cloud-first environment. This role blends deep technical expertise with project leadership, driving IT improvements company-wide with minimal oversight.

Key Responsibilities

Serve as the Tier 3 escalation point for complex issues across SaaS, network, and cloud platforms

Provide hands-on support for multi-site office users and resolve advanced tickets as needed

Lead and deliver IT infrastructure and systems projects with strong documentation and communication

Manage and optimize Microsoft 365, Azure AD/Entra, Intune, and SSO integrations

Implement tools for endpoint management, monitoring, automation, and SaaS lifecycle governance

Collaborate with IT, HR, Finance, and Operations to align technology solutions with business goals

Mentor Tier 2 staff and promote standards and best practices

Qualifications

7+ years of IT infrastructure experience in cloud-first/SaaS environments

Advanced knowledge of Microsoft 365, Azure AD/Entra, and Intune

Strong troubleshooting skills and experience resolving complex issues

Proven ability to independently lead multi-site IT projects

Familiarity with endpoint management, automation tools, and cloud-based networking

Excellent communication, documentation, and organizational skills

Self-motivated, proactive, and able to work with minimal supervision

Preferred: PowerShell, networking concepts, SaaS security, and relevant certifications

Contact: [jewishnetworkassociates@gmail.com](mailto:jewishnetworkassociates@gmail.com)

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Thank you to Avi Horowitz for the following job opening:

**Job Title: Asset Manager**

**Job Location: Brooklyn NY**

**Salary: \$200,000 - \$250,000**

**Job Responsibilities:**

- Manage client assets according to investment preferences and goals.
- Meet with clients to assess asset status, needs, risks, goals & progress.
- Prepare financial statements, business activity reports and forecasts.
- Develop, organize and maintain client portfolios.
- Studies market trends to maximize profits & identify investment opportunities.
- Supervise employees who assist in financial reporting and budgeting.
- Coordinates with property managers, brokers and other third parties.
- Fosters and maintains positive client relationships.
- Assesses financials for legal compliance.
- Reviews financial reports to find ways to reduce costs.
- Compiles and presents asset management reports to clients, supervisors and senior executives.
- Contributes to team efforts by accomplishing related tasks as needed.

**Qualifications/Skills:**

- Strong analytical skills
- Highly skilled in math and finance
- Excellent communication skills
- Strong time-management skills
- Detail oriented and highly organized
- Skilled in negotiation and project management
- Excellent critical thinking skills
- Working knowledge of business and data intelligence software

**Education, Experiences:**

- Bachelor's degree in finance, accounting, economics, business administration or related field a big plus
- Several years' experience in asset management or related field preferred

**Bilingual Yiddish a must**

**Please send a resume to: [HorowitzAvi@gmail.com](mailto:HorowitzAvi@gmail.com)**

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Thank you to Menachem Fischer for the following job openings;

**Role: Property Accountant**

**Location: Brooklyn, NY**  
**Role Type: Full Time - Onsite**

### **Position Overview**

We are a Brooklyn based real estate management firm who manage a large portfolio of multi-family properties across 14 states. We are seeking a talented accountant to join our growing firm. The ideal candidate will be a proactive and detail-oriented professional who possesses excellent organizational skills. This is a great opportunity to gain exposure to all facets of the real estate cycle; acquisition, management, financing, disposition, etc.

### **Primary Responsibilities**

- Perform monthly bank reconciliations
- Record month-end journal entries
- Escrow account review and reconciliation
- Assist in preparation of required financial statements
- Assist finance team with various day to day tasks and special projects
- Review accuracy of GL coding and advise AP and AR teams on required corrections and adjustments
- Help identify improvements that can be made to internal control and general financial procedures

### **Qualifications**

- Accounting experience of 1-3 years is required (salary commensurate with experience)
- Exposure to real estate accounting is a plus
- Yardi Voyager experience is a plus

Please email resumes to [dindig@sharpmgmt.com](mailto:dindig@sharpmgmt.com)

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  - Position Title: **Office Contract Administrator at the YM-YWHA of Union County - Elizabeth/Union, NJ**
  - About the Union Y:  
The Union Y is a vibrant Jewish community center dedicated to serving individuals and families of all ages through programs that inspire connection, learning, and growth. We are currently seeking a Contract Administrator to support our operations by managing all aspects of special grants and overseeing front desk responsibilities.
  - Position Overview:  
The Contract Administrator plays a key role in ensuring the smooth and efficient management of contracts and grants at the Union Y. This position combines administrative

precision with community connection, overseeing grant compliance and reporting, supporting new funding opportunities, and providing a professional, welcoming presence at our front desk.

- Key Responsibilities:
  - Administer all aspects of special grants, including documentation, compliance, and data tracking.
  - Prepare and submit timely monthly, quarterly, and annual grant reports.
  - Maintain detailed records of grant expenditures and program deliverables.
  - Track purchases and ensure proper documentation for reimbursements and audits.
  - Assist with researching and drafting grant proposals to support new and ongoing initiatives.
  - Serve as the first point of contact for members and guests, providing excellent customer service at the front desk.
  - Manage phone calls, correspondence, and general inquiries.
  - Provide administrative support to program staff and leadership as needed.
  - Assist with special projects, events, and other Center initiatives.

- Qualifications:
  - Exceptional organizational skills and attention to detail.
  - Strong written and verbal communication skills.
  - Experience with administrative tasks, database management, or grant administration (nonprofit experience preferred).
  - Proficiency in Microsoft Office Suite (especially Excel and Word).
  - Ability to manage multiple projects and meet deadlines.
  - Warm, professional demeanor and strong interpersonal skills.
  - Familiarity with Jewish community life or interest in working in a mission-driven environment preferred.
  - Bilingual English and Spanish is a plus

- Salary: Salary will be commensurate with education, qualifications and experience.

- To Apply: Please submit resumes to [ZKaminer@uniony.org](mailto:ZKaminer@uniony.org)

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.

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Current Open Roles:

- Primary Care Physicians – Brooklyn- 5 years minimum experience

- Insurance Company Controller – Monsey-5 years experience
- Family Office Controller – Monsey-8 years experience
- Marketing Company Operator for Health Insurance -Sunrise FL-3 years experience
- Nursing Home Back-Office Financial

Analyst-Monsey-3 years experience

- Construction Company Bookkeeper-Monsey-2 years experience

Please email resumes to [yitz@thefwdgroup.com](mailto:yitz@thefwdgroup.com)

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### **Executive Assistant**

**Location:** Cedarhurst, NY

**Salary:** \$50,000–\$75,000 (commensurate with experience)

Sophisticated law firm with offices in Long Island, Brooklyn, and New Jersey with diverse practice groups including Litigation, Real Estate and Corporate is seeking a full-time Executive Assistant to join our Cedarhurst office.

The ideal candidate is organized, detail-oriented, and proactive, with strong communication and multitasking skills. This is an excellent opportunity to join a collaborative and rewarding work environment that values professionalism and teamwork.

### **We offer:**

- Competitive salary based on experience
- Excellent benefits package

Please email your resume to [admin@jntllp.com](mailto:admin@jntllp.com). We look forward to hearing from you.

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### **Litigation Paralegal**

Sophisticated law firm with offices in Long Island, Brooklyn and New Jersey with diverse practice groups including Litigation, Real Estate and Corporate is actively looking for a Litigation paralegal for its Cedarhurst office. Salary commensurate with experience.

### **Job Description:**

- Summarizing cases and preparing reports for attorneys
- Conducting research, investigating facts, and developing legal arguments
- Drafting legal documents such as contracts, depositions, and pleadings
- Preparing and filing documents with courts
- Organizing and archiving the documents related to completed and ongoing cases

· Keeping track of changes in legal framework and providing timely updates on these changes

**Qualifications:**

- Bachelor's degree
- 2 plus years' experience in related field

**Benefits:**

- Health Insurance
- 401K
- PTO
- Paid time off for holidays!

Job Type: Full-time

Salary range: \$80,000-\$160,000

Please email resume to [admin@jntllp.com](mailto:admin@jntllp.com). We look forward to hearing from you.

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Job Title\*: Financial Controller

\*Location\*: North Jersey

\*Salary\*: \$130K - \$150K/Year

A growing company is seeking an experienced Financial Controller to oversee all financial operations.

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

 <https://wa.me/13474550805>

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\*Job Title\*: Chief Operating Officer (**COO**)

\*Location\*: Lakewood, NJ

\*Salary\*: \$300K - \$400K/Year

A fast-growing SNF service provider is seeking a high-performing COO to oversee operations, drive strategic expansion, and scale the organization across multiple service lines.

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

 <https://wa.me/13474551092>

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**Fractional Controller**

 80k-140k

 Remote

 Full-time

Job Description:

New York based accounting and advisory CAAS firm, is hiring a full-time controller / Accounting Manager. This is a fully remote role.

Requirements:

- Minimum 7 years of financial statement and accounting experience
- Proven experience managing staff
- Strong knowledge of QuickBooks; ERP experience preferred
- Strong understanding of inventory accounting
- Experience optimizing accounting processes and workflows
- Accounting degree / CPA a plus
- Experience with variety of industries

Soft Skills-

- Worked in accounting firm with multiple clients
- Knows INVENTORY
- Personable, confident, relationship
- Thinks big picture, business processes
- Minimum 30 hours a week
- Some availability after 3, not a hard stop at 3pm

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000642>

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Meaningful part time job ✨

Work with children from your community with additional needs.

After school/weekend hours in

- \*Flatbush/Midwood\*
- \*Crown Heights\*
- \*Boro Park\*

\*Requirements:\*

Candidates must be age 16+ reliable, energetic and motivated.

Paid via ABA insurance.

\$22 an hour for high-school students

\$25- \$30/hr for high school graduates.

To apply please call 347 946 4506

email: [smarkovic@yeled.org](mailto:smarkovic@yeled.org)

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**Associate Director HR (onsite Brooklyn, NY)**

All female office

Come to an industry leader where you will be responsible for Talent Acquisition/Recruiting, On-Boarding, Employee Relations, Training, Performance Management, Compliance, Employee Engagement, HR initiatives and continuous HR process improvements to promote a positive and high-performing work environment.

For additional information please contact: [jewishnetworkassociates@gmail.com](mailto:jewishnetworkassociates@gmail.com)

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**Field Nurse Supervisor** (onsite Brooklyn, NY)

All Female Office

Come to a top tier Healthcare organization where you will supervise a team of field nurses, and clinical coordinators.

Activities include assigning new cases, managing incident reports, training, going on visits, answering compliance or service questions, assisting in audits, ensuring exams run smoothly, implementing workflows, evaluating RN staff, and troubleshooting issues.

-LHCSA experience or home care experience is a plus

-1+ year supervisory experience

-Ideal RN candidates will possess NY license, varied nursing experience (pediatrics, internal medicine, psychiatry); experience with field cases.

Position does not carry their own patient case load; will oversee non-medical nursing.

Position is open due to growth.

For additional information please contact [jewishnetworkassociates@gmail.com](mailto:jewishnetworkassociates@gmail.com)

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**Job: Marketing Manager**

 \$35-\$50 per hour

 Brooklyn

 Full-time

Job Description:

Key Responsibilities

Oversee and coordinate all out-of-state marketing initiatives across digital platforms. Build, update, and optimize WordPress websites, landing pages, and blog content. Improve SEO performance and manage analytics, including Google Analytics, Google Search Console, and site tracking. Edit and produce high-quality video content for social media, blogs, and training materials. Create digital and print assets using the Adobe Creative Suite (Photoshop, Illustrator, Premiere, InDesign). Manage integrations and automations across platforms (CRM tools, APIs, form builders, Google tools, etc.). Maintain and grow Google Business Profile, oversee reviews and listing performance. Write professional-quality blogs, newsletters, campaigns, and social media content with advanced English language mastery. Develop and implement SEO-driven content strategies. Collaborate with internal teams to ensure clear communication and timely deliverables. Evaluate emerging technologies and integrate new tools into the marketing workflow. More Info-  
<https://www.smstaffingjobs.com/apply/99987697970000634>

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### **Job: Graphic Designer**

  \$30-\$40 per hour

 Brooklyn

 Full-time

Job Description:

We are seeking a creative and detail-oriented professional who is passionate about visual design and digital marketing. This role merges graphic design, social media content creation, branding, and marketing support to effectively communicate our mission to families and communities all over the country.

#### **\*\*Key Responsibilities\*\***

- Design and develop captivating marketing materials for print, digital platforms, and social media.
- Create visually striking graphics, layouts, presentations, and educational resources.
- Collaborate with internal teams to ensure consistent and cohesive branding across all channels.
- Help shape and maintain the visual identity of the company, reflecting our mission and values.
- Produce content tailored for various platforms, including Facebook, Instagram, LinkedIn, and more.
- Assist in executing targeted marketing campaigns aimed at boosting brand visibility and engagement.
- Monitor social media analytics and user interactions to refine content strategies.
- Stay current with design trends, marketing best practices, and industry tools.

#### **\*\*Required Skills & Qualifications\*\***

- Strong proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- A portfolio showcasing high-quality design work across multiple mediums.
- An excellent eye for typography, color, and layout.
- Strong communication, organization, and collaboration skills.
- Ability to juggle multiple projects and meet deadlines in a fast-paced environment.
- Knowledge of or interest in the unique needs of children with special needs preferred.
- Experience in growing social media channels, analyzing engagement metrics, and supporting digital marketing campaigns.

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000635>

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### **Job: Admin/Authorizations Specialist**

 **\$25-\$30 an hour**

 Brooklyn

 Full-time

Job Description:

We are looking for someone with good computer skills who is on the ball, a quick learner, organized, a team player, and detail-oriented.

Tasks-

Paperwork

Inputting data

Calling insurance companies to update statuses

Communicate with parents

Work with the team to accomplish various tasks

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000636>

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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

Thank you to Leba Ginsberg for editing!

