

Parnasah Referrals

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

parnasahreferrals@verizon.net

Head of Human Resources

Brooklyn, NY | Full-Time | In-Office | \$110,000–\$125,000 + benefits

Halcyon Management Group is a vertically integrated real estate firm and full family office — spanning development, construction management, property management, investment management, and tax and estate planning. Tight operation. High standards. Real momentum.

Seasoned HR professional to own the function end-to-end, reporting directly to senior leadership across a growing, multi-discipline staff.

What You'll Own:

- Full-cycle recruiting across property management, construction & finance
- Payroll & benefits administration
- Employee relations — with discretion and good judgment
- HR policies, compliance, SOPs & employee handbook
- Culture & engagement — retention focused

What We're Looking For:

- 5+ years HR generalist experience in a fast-moving environment
- Comfortable recruiting across diverse disciplines
- Solid command of NYS & NYC employment law
- Discreet, dependable, sharp

careers@halcyonre.com

This isn't a back-office role. Halcyon is growing — more people, more complexity, more ambition. HR is core to how we scale.

If that's the work you've been waiting to do, let's talk.

Thank you to Yaakov Stern

Electrical Engineer

Miami / Hollywood, FL | Short-Term Project

Looking to engage the services of an electrical engineer for a short-term project in Miami / Hollywood Florida (on behalf of my client) for a residential real estate project. My client needs an engineer who has the background to do an electrical forensic analysis.

David Sporn, Recruiter

212-344-5050

davsporn@gmail.com

Thank you to Menachem Fischer

[Vice President] of Accounting & Operations

Midtown Manhattan, NY | In-Office

10 East is an investment firm founded by Michael Leffell, former Deputy Executive Managing Member of Davidson Kempner, focused on providing differentiated, targeted exposure to private markets. Qualified individual and institutional investors invest in our discretionary fund and/or at their discretion in single-investment and niche fund vehicles across private credit, real estate, private equity, and venture capital.

Through an established network and shared intellectual capital, we harness the power of aligned interests in pursuit of compounding, preserving, and diversifying wealth together.

10 East is hiring a [Vice President] of Accounting & Operations to join a highly collaborative and fast-paced team that supports all of the firm's initiatives. The successful candidate is a multi-talented, hard-working, proactive and thoughtful individual aligned with the firm's culture of collaboration, mutual respect, and intellectual curiosity/honesty, who will lead and contribute to, among other things, the development of a best-in-class, scalable accounting and operations function.

What You'll Do:

- Lead and continuously strengthen day-to-day accounting and operations for SEC-registered investment adviser investing across private markets, including investor reporting, cash management, and valuations.
- Drive continuous process improvements, advancements and automation initiatives within the accounting and operations team.
- Coordinate capital activity and investment/capital account documentation, including subscriptions, capital calls, distributions, and transfers.
- Maintain and reconcile general ledger accounts and ensure accurate accounting.
- A client-service mindset focused on delivering excellent results and continuous improvement.
- Liaise and improve communication and coordination with fund administrators, investment advisers, auditors, and tax advisers to ensure timely, accurate reporting etc.
- Assist with tax return information flow and documentation submissions.
- Regular monitoring of investment portals for investor statements, K-1s, capital calls/distributions etc.
- Assist in the preparation and review of quarterly/annual financial statement and budget models.
- Lead and manage special projects and other responsibilities within the accounting & operations team and collaboratively across the firm (e.g., HR, technology etc.).

What We're Looking For:

- Bachelor's degree in Accounting, Finance, or related field.
- ~8-12 years of experience from an alternative investment firm (private equity, private credit, VC and/or real estate).
- Strong understanding of private investment capital activity, financial reporting and fund structures.
- Highly proficient in Excel.
- Strong experience with fund accounting systems (ideally, FundCount) and investor reporting platforms.
- Excellent organizational, time management and communication (verbal and written) skills.
- Significant experience with launching and managing the accounting/operations aspects of private investment funds and SPVs (ideally as both a fund sponsor and an investor in such vehicles).
- Demonstrated ability to work both independently and collaboratively in a fast-paced environment.
- Strong analytical mindset and exceptional attention to detail.
- Experience managing/coordinating with third-party administrators, accountants, tax providers and custodians.
- Strong familiarity and experience with private asset/fund investor portals and reporting tools.
- Team player, no job too small or big outlook
- Ability to create results in a fast-paced environment
- Strong willingness to earn the trust of colleagues and key decision makers
- Proactive, positive, can-do attitude
- Self-motivated and driven to give 100% effort
- Willingness and desire to learn and perform tasks outside of core expertise and meaningfully contribute to broader company leadership
- Ability to multitask and tackle multiple projects at the same time.

jgregory@10east.co

This role is in office and based in Midtown Manhattan. In compliance with New York City's pay transparency law, and in pursuit of fairness, we publish salary ranges for our open roles. The target salary range for this role is \$XXXXXX-\$XXXXXX, but the total compensation package will be determined relative to the successful candidate's experience and qualifications. We also offer comprehensive benefits, inclusive of 401(k), medical, dental, and vision insurance.

10 East is committed to providing equal employment opportunities to our employees, applicants and candidates based on individual qualifications, without regard to race, color, religion, gender, gender identity and expression, age, national origin, mental or physical disabilities, sexual orientation, veteran status, genetic information, or any other classification protected by applicable law.

Thank you to Menachem Fischer

[Vice President] of Legal & Compliance

Midtown Manhattan, NY | In-Office

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10 East is hiring a [Vice President] of Legal & Compliance to join a highly collaborative and fast-paced team that supports all of the firm's initiatives. The successful candidate is a multi-talented, hard-working, proactive and thoughtful individual aligned with the firm's culture of collaboration, mutual respect, and intellectual curiosity/honesty, who will lead and contribute to, among other things, the development of a best-in-class, scalable legal and compliance function.

What You'll Do:

- Lead adherence to all applicable federal, state, and international laws, rules and regulations relevant to SEC-registered investment advisers.
- Serve as CCO of SEC-registered investment adviser
- Develop, implement, and manage compliance programs and policies to ensure alignment with legal requirements.
- Provide strategic legal & compliance guidance to senior management and various departments on investment strategies, transactions, and corporate policies.
- Draft and review all firm legal documents, including contracts, agreements, marketing materials and corporate policies.
- Identify, assess, and mitigate legal and compliance risks associated with business operations and investment activities.
- Conduct regular risk assessments and implement strategies to address potential vulnerabilities.
- Design and maintain internal controls to ensure the effectiveness of compliance programs and safeguard against violations.
- Oversee internal investigations and remedial actions in response to compliance breaches.
- Ensure timely and accurate submission of regulatory filings and reports required by relevant authorities.
- Liaise with regulatory agencies and respond to inquiries or audits.
- Develop and deliver training programs on compliance, legal, and ethical standards for employees.
- Promote a culture of compliance and ethical behavior across the organization.
- Lead the development and revision of compliance policies and procedures to reflect changes in regulations and industry standards.
- Ensure policies are effectively communicated and implemented throughout the firm.
- Collaborate with senior executives to integrate compliance considerations into business strategies and operations.

- Act as a key point of contact for external stakeholders, including clients, regulators, consultants, and legal advisors.
- Build and maintain relationships with key stakeholders to support compliance initiatives and address legal concerns.
- Lead and/or assist with various HR, operational and other non-legal/compliance matters.

What We're Looking For:

- ~8-10+ years of legal and compliance experience at an SEC-registered alternative investment firm (private equity, private credit, VC and/or real estate) and law firm focused on the same, including leading and/or implementing registered investment adviser policies and procedures.
- Juris Doctor (JD) degree from an accredited law school; admission to the NY bar is required.
- Extensive experience with and knowledge of relevant regulations and compliance issues, including SEC and other applicable regulatory bodies.
- Extensive experience forming and launching private funds (including drafting and negotiating the applicable documentation), preferably with both institutional and high net worth and ultra high net worth investors
- Extensive experience reviewing and providing feedback on marketing materials for an SEC-registered investment adviser.
- Proven leadership skills with experience managing teams, driving legal & compliance initiatives.
- Excellent analytical, written/oral communication, and interpersonal skills
- Ability to handle and summarize complex legal issues to more senior and junior colleagues and provide practical solutions in a fast-paced environment
- HR and/or operational experience and/or management a plus
- Network of similarly situated legal & compliance professionals, outside lawyers, consultants etc. from whom to discuss ideas, issues and potential solutions
- Excellent attention to detail, superior problem-solving skills, and the ability to prioritize and manage multiple projects
- Experience with high net worth, ultra high net worth individuals and/or family offices is a plus.
- Team player, no job too small or big outlook
- Ability to create results in a fast-paced environment
- Strong willingness to earn the trust of colleagues and key decision makers
- Proactive, positive, can-do attitude
- Self-motivated and driven to give 100% effort
- Willingness and desire to learn; comfort in new substantive etc. situations
- Ability to multitask and tackle multiple projects at the same time.

jgregory@10east.co

This is an in-office position at our office in Midtown Manhattan. In compliance with New York City's pay transparency law, and in pursuit of fairness, we publish salary ranges for our open roles. The target salary range for this role is \$XXXXXX–\$XXXXXX. We offer comprehensive benefits inclusive of 401(k), medical, dental, and vision benefits. The total compensation package will be determined relative to the successful candidate's experience and qualifications.

Thank you to Menachem Fischer

Litigation Associates

Long Island / Brooklyn / New Jersey | 1-5 Years' Experience | Salary \$110,000+

Sophisticated law firm with offices in Long Island, Brooklyn and New Jersey with diverse practice groups including Litigation, Real Estate and Corporate is actively recruiting junior-level associates (1-5 years' experience) for its Litigation practice group. Associates with experience in commercial litigation or bankruptcy should apply. The right candidate desires to continue his/her professional and financial success with a better work life balance and minimal commute. Come work with big firm trained lawyers from top law schools handling sophisticated large litigation matters in diverse industries. Our clients are

institutional, private equity and high net worth entities and businesses that acquire, operate, finance, divest, develop, and lease real estate, healthcare, and financial assets across the US. Competitive market salary commensurate with experience.

admin@jntllp.com

Thank you to Menachem Fischer

Legal Assistant – Litigation Department

Cedarhurst, NY | Full-Time | \$55,000 or commensurate with experience

A sophisticated law firm with offices in Long Island, Brooklyn, and New Jersey is seeking a full-time Legal Assistant to join our Litigation Department in the Cedarhurst office.

Responsibilities:

- Organize, maintain, and archive documents related to both active and closed litigation matters
- Monitor developments in legal regulations and procedures, and provide timely updates regarding relevant changes
- Manage administrative support functions, including attorneys' calendars, handling correspondence, managing emails, and screening phone calls.
- Assist with day-to-day operations of the Litigation Department to ensure efficiency and organization

Qualifications:

- Bachelor's degree required.
- 1-2 years of experience in an administrative or office support role.
- Proficiency in Microsoft Word, Excel, and Outlook.
- Strong organizational skills with exceptional attention to detail.
- Ability to manage multiple tasks and work effectively in a fast-paced environment

Benefits:

- Health Insurance
- 401(k) Plan
- Paid Time Off (PTO)
- Paid Holidays
- Supportive and collaborative work environment

admin@jntllp.com

Thank you to Menachem Fischer

Controller

New City, NY | \$150,000–\$200,000 + growth and potential equity upside

Milestone Growth Partners — an investment firm focused on buying, building, and scaling multi-unit business platforms across the US — is hiring a Controller to lead accounting across its portfolio companies. We are seeking a highly motivated, entrepreneurial accounting professional with strong initiative and a proven ability to take ownership. The ideal candidate should have at least 3 years of accounting experience, ideally spanning both public and private accounting, with a CPA strongly preferred. Responsibilities include leading the month-end close process, preparing financial/investor reporting, and working closely with the CFO, VP of FP&A, VP of Finance, and an offshore accounting team to oversee day-to-day accounting.

Resumes and a brief note of interest: info@milestonegrowthpartners.com

Thank you to Menachem Fischer

Paralegal – Litigation Department

Cedarhurst, NY | Full-Time | \$60,000 or commensurate with experience

A sophisticated law firm with offices in Long Island, Brooklyn, and New Jersey is seeking a full-time Paralegal to join our Litigation Department in the Cedarhurst office. The ideal candidate is organized, detail-oriented, and capable of managing multiple priorities in a fast-paced legal environment. This is an excellent opportunity to join a collaborative team and contribute to a dynamic litigation practice.

Responsibilities:

- Summarize cases and prepare reports for attorneys
- Conduct legal research, investigate facts, and assist in developing legal strategies
- Draft legal documents, including pleadings, motions, discovery demands and responses, contracts, and deposition summaries
- Prepare and file documents with courts and administrative agencies
- Organize, maintain, and archive case files and related documentation
- Monitor changes in laws, regulations, and legal procedures, and provide updates as needed
- Assist attorneys with trial preparation and case management

Qualifications:

- Bachelor's degree required

Benefits:

- Health insurance
- 401(k) plan
- Paid time off (PTO)
- Paid holidays
- Supportive and professional work environment

admin@jntllp.com

Thank you to Menachem Fischer

Accounting Manager / Bookkeeper

NYC (Hybrid) | Full-Time | \$75,000–\$85,000

Prime Brands Group is a Brooklyn-based wholesale distributor of licensed and private brand consumer electronics. Our portfolio includes household names like Sharper Image, NFL, NBA, MLB, NHL, Peanuts, and 100+ NCAA programs, with products sold through major retail channels including Target, Walmart, and beyond. We're a fast-moving, entrepreneurial team currently restructuring our back-office operations; we are building systems and a team to support our growth.

We're looking for an accounting professional to own the day-to-day financial operations of the business. This is a hands-on, high-impact role reporting directly to ownership. You'll be the primary person managing our bookkeeping, AR, AP, factor reconciliation, commission reporting, and royalty reporting.

What You'll Be Responsible For:

- Full-cycle accounts receivable and accounts payable
- Factor account management — credit approvals, collections, inventory certifications, chargeback disputes, and reconciliation
- Royalty reporting across a large portfolio of licensed brands
- Commission reporting for sales representatives
- GL maintenance and journal entries in QuickBooks Online

What We're Looking For:

- Experience in wholesale product distribution — this is a must. Our business has a specific operational rhythm and we need someone who already speaks the language.
- Hands-on factoring experience — credit approvals, collections, chargeback management, and working directly with factor portals.

- Proficiency in QuickBooks Online
- Experience with licensed brand royalty reporting is a significant plus
- Detail-oriented, self-directed, and comfortable in a lean team environment where you own your function

What We Offer:

- Salary Range: \$75,000 – \$85,000 depending on experience with room for growth.
- Hybrid schedule — our team is distributed and we operate with full flexibility around getting the job done
- Direct access to ownership and real visibility into the business
- A growing company with a strong brand portfolio and long-term runway

info@primebrandsgroup.com

Please apply with your resume and a brief note about your experience.

Thank you to Menachem Fischer

Professional Driver

5 Towns, NY (daily start) | Custom Schedule

Looking for a professional driver to drive an executive and his family. Hours are Monday thru Thursday 9am–7PM, Friday 9am–2PM and occasional Sundays. Job starts in the 5 Towns daily, and must know Manhattan well. Salary commensurate with experience.

creating.jobs1@gmail.com

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 Dovid & Leba Ginsberg for editing!