



The Hudson Companies Incorporated

Position Available: Part-Time Accounting Intern

Contact: info@hudsoninc.com. No phone calls please.

About us:

The Hudson Companies is a New York City residential and commercial real estate developer, builder and owner. We are seeking a Part-Time Accounting Intern to join our Accounting Department. Hudson has been in business since 1986 building multi-family projects throughout New York City and is an award-winning and industry leader in sustainable market-rate, affordable and institutional development.

Position Responsibilities:

The Accounting Intern will help maintain the books and records for the various entities controlled by the Company. This is an opportunity to gain the same knowledge and skill set that would be developed in a public accounting firm but in a private company setting.

Responsibilities will include but are not limited to:

- Record accounts payable entries to the general ledger system (Yardi Voyager)
- Work with project managers to ensure timely payment of invoices
- Deposit checks
- Maintain electronic accounting records within our paperless filing system
- Assist with monthly bank reconciliations
- Assist with quarterly and annual closings
- Assist with various filing and reporting requirements (i.e. 1099s, NYS LLC Filing Fees, & RPIEs)
- Communicate with outside CPA firms (auditors and tax accountants)
- Communicate with representatives of leasing, construction, vendor, and affiliated companies

Requirements:

- Accounting bachelor's degree candidate
- Strong communication and interpersonal skills
- Attention to detail
- Ability to follow up and follow through
- MS Office competency, especially Excel

Compensation will be \$25.00 per hour.

The Hudson Companies is committed to fostering and cultivating a culture of diversity and inclusion. We are an equal opportunity employer. We encourage and consider applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status or any other characteristic protected by applicable law.

Please send a resume to: info@hudsoninc.com