

**Job Title:** Part-Time Office Assistant – Tenant Accounting

**Job Type:** Part-Time

**Location:** 1401 Guava Avenue, Melbourne, FL 32935

**Schedule:** Monday – Thursday 9-2 (Flexible)

**Job Summary:**

We are seeking a reliable and detail-oriented Part-Time Office Assistant to support our property management office. This role primarily focuses on tenant accounting tasks, including posting rent payments, maintaining tenant sub-ledgers, and preparing bank deposits. The position also assists with general office duties as needed.

**Key Responsibilities:**

- Post tenant rent payments accurately in the accounting system
- Maintain and reconcile tenant sub-ledgers
- Prepare and organize bank deposits
- Verify payment records and resolve discrepancies
- Support other administrative and office tasks as assigned

**Qualifications:**

- Strong attention to detail and accuracy
- Basic understanding of accounting principles
- Proficiency in Microsoft Office (Excel, Word)
- Good organizational and communication skills
- Ability to handle confidential financial information responsibly

**Schedule & Compensation:**

- Part-time position (approximately [20] hours per week)
- Compensation based on experience

**How to Apply:**

Please submit your resume and a brief summary of your relevant experience.

Remit resume to [Lkoch@habc.us](mailto:Lkoch@habc.us)

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