

## ***YR Advisory Group Inc.***

3001 Red Hill Ave, 1-222

Costa Mesa, Ca 92626

[www.yradvisory.com](http://www.yradvisory.com)

### **COMPANY DESCRIPTION**

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We are a Real Estate Investment company dealing with property investments, property management and appraisals.

### **DUTIES & RESPONSIBILITIES**

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The accounting intern will be assisting with bank and credit card reconciliations, accounts payable and receivable functions on quickbooks, mailing out checks, scanning and filing.

### **QUALIFICATIONS & REQUIREMENTS**

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Some accounting knowledge and completed at least 1 accounting course

### **TIME COMMITMENT**

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These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)

### **HOW TO APPLY & DEADLINE**

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Apply through Zotlink and applications are accepted year round.

### **CONTACT INFORMATION**

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For more information please contact Jiby Mathews at [adminaccounting@yradvisory.com](mailto:adminaccounting@yradvisory.com) or 949-337-1915. You can also visit their website at [www.yradvisory.com](http://www.yradvisory.com).