

**Capodagli Property Company - Linden, NJ**  
**Paid Summer Accounting Internship**

**JOB DESCRIPTION**

- General Support of Development Team
- Draft letters
- Draft applications for PILOT's, Urban Renewal Entities, Bulk Sales, and other submissions
- Put together exhibits
- Update checklists and reports with and without prompting
- Follow up via phone and email with professionals
- Update calendars with relevant dates Draft notes at meetings
- Updating budget forecasting
- Drafting and Scanning Purchase Orders
- Coding Invoices and Providing them to Accounting
- Filing, both physical and digital
- \$12/HR

**Applying Instructions**

Email your cover letter and resume to Jennifer Dailey at [Jennifer@capodagli.com](mailto:Jennifer@capodagli.com).