

# Accounting Intern

## Description

Write a brief paragraph on why your business is the right place for a student to begin their career. What sets your company apart? (See internship ads from Google for ways to write PDs that appeal to Gen Z.)

Company is looking for an Accounting intern. The student filling this position will learn more about (X,Y,Z) and make an impact on our business by contributing directly to (A,B,C). Don't forget to include expected number of hours per week, duration of internship, and whether or not it's paid.

## Responsibilities

- Assist with month-end financial reports
- Post journal entries
- Help with accounts receivable, payable and bank statement reconciliation
- Assist with/perform client audits
- Assist with audit reviews and compilations
- Balance sheet reconciliation
- Assist with the testing and coordination of payroll process and system implementations
- Complete tax planning and research
- Prepare corporate, partnership, estate and individual tax returns
- Other ad-hoc projects as necessary

## Requirements

Applicants should be Junior or Senior level Finance or Accounting majors who are proficient in Microsoft Office applications such as (1,2,3...). Attention to detail, the ability to multi-task and excellent oral and written communication skills are all essential to this position.

## Majors

Finance, Accounting, or a related field of study etc.

## Instructions for Applying:

Ex. include an email address to send applications to or a link to your company's career page.

## Company Contact Information:

Include the email address, phone number, and website applicants should use to contact you with questions.