

Job Description: Accounting Intern

The Accounting Intern will have the opportunity to learn Accounts Payable, Accounts Receivable, General Ledger Entry and Reconciliation Processes.

Responsibilities

- Perform data entry associated with accounts payable
- Accurately review, code and process vendor invoices
- Address and respond to vendor inquiries
- Assist with credit card and bank reconciliations
- Assist with Sales Tax return filings
- Assist with preparing monthly journal entries & balance sheet reconciliations as part of month end close
- Assist with customer billing
- Post Customer Cash Deposits and collections
- Sorting Statements – Mailing and Stuffing statements
- Ad hoc data analysis and projects as assigned
- Other duties as assigned

Requirements

- Reliable and Dependable
- Work professionally
- Must be proficient in MS Excel and MS Outlook
- Enjoy an office environment
- Ability to manage multiple projects
- Strong active listening skills
- Ability to multi-task, prioritize, and manage time effectively