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# Example of Accounting Intern Job Description

Our company is growing rapidly and is hiring for an accounting intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accounting intern

* Preparation and review of various types of financial statements including balance sheet, income statement and cash flow statement
* Prepare spreadsheets and documents as needed
* Collaborate with cross-functional teams, eg
* Assist Management with reports
* Perform miscellaneous administrative duties as needed
* Support on-going day to day accounting activities
* Set up and maintenance of month-end close checklists
* Preparation of monthly journal entry log and metrics
* Support implementation of new BI / ESSBase tools into the accounting, reporting & forecasting processes
* Support Fixed Asset accounting and physical inventory process

## Qualifications for accounting intern

* Familiar with Microsoft Excel and Word and Windows NT
* Research and update masterfile information for Accounts Payable and Accounts Receivable prior to ERP system implementation
* 1C, SAP knowledge will be a plus
* Your strong computer skills (Excel, Word, Internet)
* Consistency in quality of work
* Pursuing Accounting degree