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# Example of Accounting Intern Job Description

Our company is looking 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

* Develop and maintain effective relationships through active and timely communication
* Takes initiative and action to respond, resolve and follow up on all issues in a timely manner
* May be responsible and/or assists in maintaining and reconciling the Fixed Asset System
* Provide overall support for Accounting team
* Annual Budget development
* Monthly close procedures
* Assist the SOX senior manager with completing requirements related to SOX compliance
* Assist team with an internal audit of endowed funds
* Research and review for appropriate recording of the funds, and in tracking related restrictions
* Assist team in documenting process maps, workflows, and narratives

## Qualifications for accounting intern

* Currently pursuing a Bachelor’s degree in Accounting and/or Finance
* Proactive self-starter with the ability to work independently and in teams
* Must be currently enrolled in a college/university in a bachelors degree program in Accounting
* Must be in the process of completing an AA, BS or MS degree in accounting or a relevant field
* Strong work ethic, good communication skills, high attention to detail and customer service oriented
* Be pursuing a degree in Accounting or other finance related discipline