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# Example of Accounting Intern Job Description

Our company is growing rapidly and is hiring for an accounting intern. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounting intern

* Enter expense report invoices in GP
* If here during an Audit, help pull files for selections
* Gain knowledge and understanding of the business
* Become familiar with all the varying business units and learn about their varying needs
* Gain knowledge of various software programs including Agris, OneWeigh, and JD Edwards
* Coordinate activities in grain weighing, grading, pricing and merchandising
* Facilitate in invoicing and inventory management systems
* Assist in monthly Agris and JDE close-out process
* Acknowledge patrons and assist them in a courteous and professional manner
* Work closely with HR and Sales Operations in documenting new hires, terminations, and updates to commission plans

## Qualifications for accounting intern

* SAP and Manufacturing experience desired
* Looking for a student who is a self-starter who is highly motivated with excellent communication and interpersonal skills
* On-going studies (4th/5th year) or recent graduate (Accounting, Finance, Economics or similar MSC or BSC)
* Good verbal and written English is a must
* Ability to work well independently, within a team atmosphere
* Must be enrolled as a full-time student in an accredited college, working toward a Bachelor’s degree in Accounting