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# Example of Accounting Internship Job Description

Our growing company is searching for experienced candidates for the position of accounting internship. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accounting internship

* Development of reconciliations and analysis
* Utilization of databases and other computer applications to perform assigned tasks
* Management of specialized information, reports, forms, billing, tracking of projects
* Completing various miscellaneous projects as assigned by the respective supervisor
* Prepare monthly financial statements for assigned centers
* Act as a liaison with operations
* Perform general ledger review and analysis
* Prepare various corporate income and business tax returns
* Assist in monthly financial closings
* Contribute to the compilation of external financial reports

## Qualifications for accounting internship

* Knowledge of Not-For-Profit (NFP) organizations, accounting and GAAP
* Willingness to take direction and manages the priorities for executing multiple projects
* Maintain organization confidentiality
* Exercise tact and diplomacy in dealing with staff, management, and outside contacts
* Leadership positions or initiative within student organizations or in the community
* Must be currently enrolled in an accredited Bachelor's degree program