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# Example of Accounting Internship Job Description

Our company is hiring for an accounting internship. 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 internship

* Provide ongoing daily support to project accounting teams by responding to questions, providing best practices, and troubleshooting issues
* During the program, candidates will assist assigned members of management/leadership and work on division projects, as needed, to further enhance their management and technical skills
* Candidates must participate in and meet the requirements of all applicable college/university program requirements to remain in the program
* Bank and account reconciliations
* Assisting with cash reporting and research
* Perform month-end close processes as assigned
* Assisting with Ad Hoc projects and other accounting functions as needed
* Accruing incentive compensation expense to the financials by working with business units throughout the firm
* Recording corporate benefit entries
* Running bonus payment processes, including the year-end bonus payouts

## Qualifications for accounting internship

* Ability to collect, evaluate and interpret data, in both statistical and narrative form
* Capable of preparing files and reports at the highest level of detail
* Ability to multi-task, and prioritize numerous assignments simultaneously
* Ability to work in an international environment, with distributed teams
* Creativity in solving issues and capacity for teamwork
* High motivation and efficiency