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# Example of Finance / Accounting Intern Job Description

Our innovative and growing company is hiring for a finance / accounting intern. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for finance / accounting intern

* Audit Support – Perform Audit procedures related to various fair value estimates
* Assisting the various fund managers who oversee the University’s unrestricted, restricted, endowment, split-interest, and plant funds by processing various journal entries, preparing select work papers in support of year-end audits, providing accounting research on specific reporting requirements and providing overall support through the monthly and year-end closing processes
* Assisting in the preparation of account reconciliations to ensure the integrity of the University’s general ledger
* Participating in special accounting and tax projects as directed by a member of the Controller’s senior team
* Participate in a variety of department activities
* Meet with assigned supervisor to discuss scope of assigned activities
* Receive timelines and due date for assigned projects
* Participate in training and mentoring sessions with supervisor
* Obtain specific department related guidance
* Captive Accounting

## Qualifications for finance / accounting intern

* Student in a Sophomore standing or greater working towards a Bachelor’s degree in Accounting or Finance
* Knowledge of Adobe Acrobat – Standard Version
* Working towards a Bachelor’s Degree with major(s) or minor(s) in Accounting, Finance or Economics
* GPA requirement of a 3.2 or above
* Must be going into your Junior or Senior year
* Bachelor of Science/Business Administration with a concentration in Math required, Finance, Accounting or Business