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# Example of Intern, Accounting Job Description

Our growing company is looking for an intern, accounting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for intern, accounting

* Assist with Month-end tasks and the completion of Account Reconciliations
* Assist with Physical inventory preparation, including participation in offsite warehouse inventory counts
* Participate in the timely preparation of meaningful financial reports for Accounting and Operations Management
* Internal Control Testing, including Sarbanes – Oxley and ICAP testing
* Performs detailed monthly reviews and account analysis of various balance sheet accounts to ensure accuracy and completeness
* Prepare journal entries critical to the month-end accounting close
* Prepare spreadsheet analysis as necessary to explain monthly financial results
* Identify opportunities for process improvement within assigned accounts
* Assist accountants with completion of daily accounting activities, monthly financial reporting, cash management, bank reconciliations, budget analysis and workpaper presentation
* This position may also provide the opportunity to participate in various special projects and financial analyses

## Qualifications for intern, accounting

* Must be a self-starter with a strong sense of responsibility and work ethic
* Must be interested in the business side of industry (finance & accounting) and be a strategic thinker
* Must be actively enrolled in an undergraduate program with a major in Accounting, Business, Finance or Economics
* Working towards a BS degree
* Working towards degree in accounting or finance (Investment company industry experience and Transfer Agent experience a plus, but not required)
* Perform Balance Sheet and Bank Reconciliations