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# Example of Intern, Accounting Job Description

Our innovative and growing company is looking to fill the role of intern, accounting. 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 intern, accounting

* Assist in Accounts Receivable with customers
* Assist in Accounts Payable with suppliers
* Enter transactions in QuickBooks
* Assist Staff Accountant and Controller with special projects
* Develop and maintain finance calendar
* Year-end audit preparation (Fiscal year ends June 30th)
* Order variances and analytics
* Standard cost rollups
* Physical inventory (may occur on a weekend)
* Assist with the monthly accounting close

## Qualifications for intern, accounting

* Help with implementation projects for new ERP system
* Currently pursuing a college degree with a major or concentration in Accounting
* Ability to maintain routine reports
* Ability to work in a team individually
* 1-2 years of experience will be a plus
* Strong analytical, problem solving, time management and organizational skills required