Downloaded from <https://www.velvetjobs.com/job-descriptions/intern-accounting>

# Example of Intern, Accounting Job Description

Our innovative and growing company is searching for experienced candidates for the position 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

* Perform monthly calculation of commissions and generate commission statements using excel
* Support in the implementation of new way of working related to supporting documentation handling by CBU
* Visits to the Local Tax Authority for submission of declarations for local taxes
* Support with collection of invoices for external service provider for Intrastat reports preparation
* Admin activities connected to visiting and/or delivering documents to local authorities, if case
* Provide input required to tax audit following requests from tax manager, if case
* Support to F&T related activities
* Company-owned cards issuance and their correct and timely delivery to employees
* Support with collecting signatures CODI/ required persons on F&T contracts, procedures and other banks documents
* Scanning and sending of any correspondence addressed to F & T

## Qualifications for intern, accounting

* Create month-end sales reporting and daily flash reports
* Prepare month-end balance sheet account reconciliations and roll-forwards
* Assist in accumulating information for SEC filings and various month-end reporting
* Access to Oracle ERP system to generate reports, obtain data, post journal entries and perform month-end procedures
* Knowledge on Internal Control principles
* Some knowledge of financial data software a plus (GL systems, Webfilings)