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# Example of Intern, Accounting Job Description

Our growing company is looking for an intern, accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for intern, accounting

* Assist Accounts Payable, Accounts Receivable, or other departments with routine tasks or special projects as required
* Ability to prioritize and multitask is a must
* Working knowledge of MAPICS (ERP), INFOR, and Spreadsheet Server
* The Intern will be responsible for developing, enhancing and executing the Company’s international controls and audit program to keep pace with the growth of the company
* Verify receipts on expense reports for completeness and accuracy
* Tie out balance sheet account reconciliations to trial balance for month end close
* File AP/edit lists
* Review receiving batches
* Match purchasing receipts to invoices\Open mail/stamp/sort AP invoices
* Code invoices, which will get reviewed before AP entry into GP

## Qualifications for intern, accounting

* Be a Sophomore or Junior in credit standing
* Bachelor's/Master’s Candidate/Degree in Accounting
* Majors in Accounting or a related discipline
* Completed 2 years of college and currently pursuing a Bachelor’s Degree in Accounting
* Solid knowledge of accounting terms and practices
* A GPA of a 2.75 or higher is required