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# Example of Internship Accounting Job Description

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

## Responsibilities for internship accounting

* Rolling forward of files in preparation for month end - P&L, sales summary, balance sheet recs
* Preparation of provisions journals based on promo planner for next month
* Ensure proper accounting treatment of all journal entries
* Reconcile Payables and keeping track of Invoices flow
* Checking and processing expense claims through the ERP System
* Ensure proper bookings of A/P and prompt payment of claims and invoices
* Recording all the necessary adjusting entries for month end closing
* Other duties as assigned and any ad hoc reporting requirements
* Internship will provide exposure to the inner-workings of our professional services firm
* Employee reimbursement processing

## Qualifications for internship accounting

* Individual will be a junior enrolled in a BA / BS degree program in an Accounting, Finance, or Business related major
* Bachelor degree in Accounting or similar by experience
* Hospitality, Business, Finance, Economics, or Accounting majors with proficient Microsoft Office applications
* Will be utilizing our invoicing system time & billing
* Filing and other internal accounting projects
* Students working toward their undergraduate degree in Business