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# Example of Internship Accounting Job Description

Our company is growing rapidly and is looking to fill the role of internship accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for internship accounting

* Assist with various administrative tasks
* Work cross functionally to gain an understanding of our key processes and how they factor into the financial statement / budgeting process
* Take ownership of portions of key processes, including processing financial statement transactions
* Performing ad hoc analysis, in addition to participation in ongoing projects
* Intercompany Improvements Project – optimize and improve processes for global entities
* Participate in review and analysis of foreign currency activity
* Maintain Accounting page on Company intranet site
* Other accounting projects as identified
* Administrative tasks, including accurate and timely filing, scanning
* Program participants must “complete” scheduled training and/or project assignments

## Qualifications for internship accounting

* Knowledge of computers, internet applications and experience in Microsoft office
* Participate in month-end close activities to ensure timely completions of account reconciliations/tasks including identification and resolution of variances, unusual items and issues
* Assist with the development of automated reporting and budgeting, preparation for state sales/use audits
* Assist with various credit/collections, billing/invoicing, Tax and AP tasks and functions including various accounting/tax projects
* Minimum 6 months education or work experience in related area is preferred with exhibited academic success (Minimum 3.5 GPA)
* Business school profile or master degree at the university profile, specialized in Finance, Accounting or Controlling