



JOB TITLE	Accounting Intern	LOCATION	Anchorage
TYPE OF POSITION	Part-Time, Regular	SCHEDULE	M-F, 8am-5pm
FLSA STATUS	Non-exempt	REPORTS TO	Director of Finance
SUPERVISES	N/A	DATE POSTED	08.23.22

JOB SUMMARY:

Our firm is seeking a high energy professional to join our team and growing company. The Accounting Intern is responsible for supporting multiple clients. The successful candidate will have exceptional organization and self-starter skills, as well as a high proficiency communication with clients. The work schedule for this position will be flexible to support the coursework of ongoing students. Full time hours are available for this position.

ESSENTIAL FUNCTIONS:

- Review a variety of financial documents within a computerized accounting system.
- Assist with internal procedures to ensure compliance.
- Review quarterly payroll reports and timesheets.
- Review or prepare grant, credit card and bank reconciliations.
- Review monthly reconciliations and analyze discrepancies.
- Review balance sheet account reconciliations and follow-up on noted discrepancies.
- Prepare schedules and supporting documentation for clients.
- Provide recommendations to ensure future client success.
- May perform incidental tasks related to the position as well as various duties, as assigned, to support the overall objectives/goals of the team.

REQUIRED QUALIFICATIONS:

- Minimum of two years' progress towards a degree in Accounting, Business or Finance, or greater with continuing education and/or experience in Business, Finance and/or Accounting.
- Consistent and dependable attendance is a requirement of the position.

PREFERRED QUALIFICATIONS:

- Experience with accounting programs such as QuickBooks is beneficial.

REQUIRED SKILLS:

- Understanding of Generally Accepted Accounting Principles (GAAP).
- Thorough knowledge of accounting principles and procedures.
- Strong interpersonal skills, verbal and written skills.
- Strong organizational and project management skills with attention to detail.
- Possess a strong work ethic and work well under pressure.
- Demonstrated ability to work independently while maintaining efficiency and accuracy.
- Strong commitment to developing and maintaining client relationships.

WORKING ENVIRONMENT:

The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities.

PHYSICAL DEMANDS: The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than forty pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMMODATION: It is our practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.