



## Accounting Intern

### Why Join Us?

Be an integral part of the accounting team to complete the external audit and tax reporting at year end. You will be exposed to those pieces and help analyze financials in those reporting processes.

### You will:

- Prepare the long term commitments and endowment financial statement disclosures
- Analyze compensation paid for reporting
- Prepare year-end reconciliations
- Complete the Audit Checklist
- Prepare the Non-Profit Tax Return for 990 and apply for sales tax exemption in various states
- Complete routine tasks, such as petty cash, special deposits, and financial statement review meetings

### You have:

- Knowledge and experience with accounting and Financial Statements
- Excellent logic skills
- Computer aptitude – proficient with Microsoft Office Applications
- Self-motivation and initiative
- Maturity to follow through on all work projects

### You study:

- Accounting, etc.