

## **Accounting Specialist Internship**

Reports to: Accounting Services Team Manager

Status: PT Intern, minimum 12 weeks

Pay Rate: \$17/ hour

The Accounting Specialist supports the team by performing bookkeeping tasks as well as creating accounts on cloud accounting software. The Specialist will be invited to attend Manager Meetings to experience a high level view on management and department planning.

### Responsibilities:

Completing Reconciliations

Posting Transactions

Accounts Payable Tasks

Creating New Client Accounts in Bill, Gusto, and other cloud accounting software platforms

### Requirements:

Basic knowledge of accounting principles and practices

Eagerness and willingness to learn

Access to high-speed internet

Familiarity with QuickBooks Online, Microsoft Office, and other widely used accounting technology a plus