



Internship Opportunity at Reconciled

Are you looking for a rewarding internship experience in the field of bookkeeping and accounting? Reconciled is seeking talented and motivated interns to join our dynamic team and gain hands-on experience in the world of **financial services, communications, and social media!**

About [Reconciled](#):

Reconciled is a leading provider of efficient bookkeeping and accounting services for small to medium sized businesses. Our mission is to help entrepreneurs thrive through efficient and reliable accounting services for their organizations. We aim to empower business owners by helping them manage their financials with accuracy, reliability, and peace of mind. With our innovative use of technology and a team of dedicated professionals, we are revolutionizing the way businesses approach their financial management.

Internship Details:

As an intern at Reconciled, you will have the opportunity to work alongside experienced professionals in a supportive and collaborative environment. You will gain practical skills and knowledge in bookkeeping, team collaboration and the latest accounting software. This internship is designed to provide you with valuable hands-on experience and insights into the day-to-day operations of a successful financial services firm.

Opportunities:

- Accounting Specialist
- Communication Specialist
- Social Media Specialist

We are looking for interns who have:

- Analytical and problem-solving skills
- Excellent attention to detail and organizational abilities
- Strong verbal and written communication skills
- Ability to work independently and collaboratively in a team setting
- Positive attitude and eagerness to learn and grow

Benefits:

- Hands-on experience in bookkeeping and accounting, communications or social media
- Exposure to cutting-edge technology and industry-leading practices
- Mentorship and guidance from experienced professionals
- Networking opportunities with industry experts
- Letter of recommendation upon successful completion of the internship
- Possibility of future employment opportunities with Reconciled

How to Apply:

To apply for this internship opportunity, please email your resume to hadmin@reconciled.com. Feel free to highlight your relevant experience and let us know why you are interested in interning at Reconciled! Please include "Internship Application" in the subject line.

Social Media Specialist Internship

Reports to: Director of Sales & Marketing
Status: PT Intern, minimum 12 weeks
Pay Rate: \$17/ hour

The Social Media Specialist is responsible for monitoring the public's interactions with *Reconciled* and by implementing social media platforms' content under the guidance of the marketing team.

Responsibilities:

- Analyzing engagement data
- Identifying trends in customer interactions
- Planning digital campaigns to build community online
- Researching successful campaigns across platforms and identifying potential implementation
- Maintain brand consistency across all media platforms

Requirements:

- Familiarity with Hootsuite, Canva, HubSpot, G-Suite
- Access to high-speed internet