

Job Title	<i>Part-Time Accounting Intern</i>
Reports To	<i>Manager, Accounting</i>

Job Purpose

The Accounting Intern assists and works closely with the Accounting Manager, to manage all the financial aspects for the Company. This position supports various aspects of finance and accounting for the company by performing intricate accounting services related to preparing, analyzing, maintaining and reviewing various financial statements, records and reports. This is a temporary position to fulfill a position during a planned leave with the opportunity to extend to a permanent part-time position or full-time position in the future. The Accounting Intern assists the Accounting Manager with administrative duties as assigned.

Part-time

Exempt

Duties and Responsibilities

- Manage the day to day activity for accounts payable and accounts receivable function- follow up on any outstanding invoices, ensure all invoices are paid for the company
- Perform the processing and recording of accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately and in accordance with Finance policies and procedures
- Review and process Expense reports and receipts submitted by cardholders on monthly basis
- Approve all credit card expenses and pay monthly bills
- Maintain accounts payable, accounts receivable and vendor, customer and sponsor files
- Maintain vendors, products, business units, and general ledger accounts within expense management system and accounting system
- Process all checks and credit cards for each event
- Manage the processing of internal financial records for the organization and events, including performing general ledger account reconciliations
- Prepare invoices for revenue streams for company and on behalf of the events managed by company including equipment rental, mileage tracking, forklift rental, etc.
- Process all payments received and follow up on outstanding receivables for each event
- Manage event revenue streams within service order system and answer any client related questions with service orders and outstanding balances
- Prepare sales and use and equipment rental tax returns in accordance with state and city standards and company policies
- Review the accrual report and follow-up with unpaid purchase orders over three months old.

Qualifications/ Requirements

- Strong interpersonal, oral and written communication skills
- Excellent mathematical and computational skills
- Demonstrates a proficient level of professional skill and/or knowledge in accounting
- Ability to apply problem solving techniques
- Demonstrates initiative
- Demonstrates a strong sense of judgment
- Excellent analytical and problem-solving skills
- Ability to demonstrate attention to details and good-record-keeping
- Team player and can collaborate with other teams in the organization
- Ability to respond to demands and expectations of department and clients
- Strong computer skills, with proficiency in Microsoft Office Suite; Microsoft Excel skills required - ability to create formulas
- Knowledge of Quickbooks preferred

Hours of work

Maximum of 24 hours/week. To be completed in the CEM office.

Temporary Position

Expected Start Date January 21st, 2019

Expected End Date July 12th, 2019*

*Opportunity to extend to a permanent part-time position or full-time position in the future.

Education/Experience

- Some education in Finance, Business or Accounting

Working Conditions/Physical Requirements

Moderate walking, standing, prolonged sitting, bending, kneeling, and reaching.

- Work is performed primarily in an office setting, event work is performed outside and offsite
- The employee must occasionally lift and/or move up to 25 pounds

Approved by: <i>Signature & Title</i>	
Date approved:	
Employee Acknowledgement:	