

Accumulus Advisors, LLC

Job Title: Accounting Intern

Employment Type: Part-Time

FLSA Status: Non-exempt

Department: Accounting

Reports To: Accountant

Job Summary

WHO WE ARE

Accumulus is a forward-thinking accounting firm that adopts the latest in cloud technology to bring efficiencies and automation to outsourced accounting processes. We are a strategic partner that collaborates with our clients to deliver insightful and future-focused advice, which empowers them and leads to informed decisions. We are not your typical accounting firm. Our close-knit team is comprised of energetic and results-oriented advisors, who enjoy the work we do to support our clients' successes.

We are looking for a driven Accounting Intern with a basic understanding of GAAP and financial principles and terms who is ready for an immersive, real-world experience. Under the supervision of our staff, the Accounting Intern can expect to participate in the preparation of journal entries and financial reports, analyze actual financial data, learn more about bookkeeping software, and assist with other accounting activities. You should be a motivated team player who can maintain efficiency and accuracy when multitasking.

To be a strong candidate for an Accounting Internship, you should possess an understanding of accounting and financial principles and a positive attitude. You should be collaborative, trustworthy, receptive to feedback, and eager to learn.

Essential Duties

- Shadowing members of the Accounting department as they perform their duties.
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- Working with bookkeeping software.
- Handling sensitive or confidential information with honesty and integrity.
- Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.
- Taking on additional tasks or projects to learn more about accounting and office operations.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

A Bachelor's degree is preferred.

- Must be a recent graduate or actively working towards a Bachelor's or Master's in Accounting.
- Satisfactory completion of introductory accounting courses and a basic understanding of accounting and financial principles.
- Aptitude for math, proficiency with computers.
- Strong verbal and written communication skills.
- High level of efficiency, accuracy, and responsibility.
- Motivation and strong desire to take on new challenges and learn as much as possible.