



<b>Junior Accountant Intern</b>	
<b>Department:</b> Finance	<b>Status:</b> Temporary
<b>Location:</b> In Office	<b>Reports to:</b> Finance Manager
<b>Supervises:</b> N/A	<b>Last Reviewed Date:</b> 8/12/2024
<b>HR Review and Approval Date:</b> 8/12/2024	<b>Effective Date:</b> 8/12/2024

**Position Summary:** The Junior Accountant will be responsible for assisting with the preparation of financial statements, maintaining financial records, performing data entry, and related administrative tasks.

**Essential Duties and Responsibilities include the following, but are not limited to:**

- Assist with the preparation of financial statements.
- Monitor and track departmental budgets, ensuring expenses are within allocated limits.
- Help with the preparation of monthly, quarterly, and annual financial reports.
- Perform bank reconciliations and maintain general ledger reconciliations.
- Assist in maintaining accounts receivable and accounts payable records.
- Process invoices, expense reports, and other financial documents.
- Oversee Credit Card reconciliation.
- Provide support for other accounting projects as needed.

**Qualifications including Knowledge, Skills and Abilities:**

- Basic understanding of accounting principles.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office platform.
- Ability to work in Google Workspace.
- Ability to work independently.
- Ability to quickly learn and process information.
- Organizational and time management skills.

**Education and Experience:**



Be currently enrolled in a college or university during the duration of the internship.

**Language Skills:**

Bilingual Preferred but not required

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of duties/task being performed by the intern in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment/internship is at-will.

The job description provides a general summary of the internship in which I was selected for, that the contents of this job description are requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

Duties, tasks, internship hours and requirements may be changed at any time.

Employee Name (print name): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_