

## Accounting Intern

This position performs a variety of accounting and clerical tasks in keeping financial accounts and records. Work involves verifying, recording, processing, and reconciling of financial and related records and data, requiring the application of standardized policies and procedures. Applies principles of accounting to analyze financial information.

### Responsibilities:

- Assist with ad hoc projects, including process documentation and updates, as assigned.
- Assisting with the organization and filing of both physical and server-based files.
- Assisting with reconciliations, financial planning and analysis, and historical review of transactions as part of the month-end close process.
- Prepare and gather information related to audit requests stemming from external auditors.
- Prepare journal entries and account reconciliations timely and accurately.
- Perform other duties as assigned.
- Will be required to complete a special project to be determined by the department.

### Experience:

As a prerequisite, the successful candidate must believe in the core values and mission of the organization. The ideal candidate will demonstrate the following experience, skills, and personal attributes:

- Pursuing BS/BA degree in Accounting or Finance.
- Excellent oral, written, and communication/presentation skills and analytical skills.
- An interest in the government sector.
- Strong attention to detail; organizational skills and ability to multi-task
- Experience with Microsoft Office Suite; Demonstrated proficiency with MS Excel required.

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobid=438753&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobid=438753&source=CC2&lang=en_US)  
EOE