



Title: **William J. Cosgrove Jr. Accounting Intern**
Job Type: **Full-time, Seasonal; Based on 40hrs per week**
Hourly, Non-Exempt
Duration: **Up to 12 weeks**
Reports to: **Controller**

Internship Description:

The goal of this paid internship is to provide an individual with practical, hands-on accounting experience while benefiting from one-on-one mentorship to guide professional growth. The intern will obtain insight into some of the opportunities and challenges that arise in a non-profit entity.

Key Responsibilities:

- Execute specified projects, tasks, and/or deliverables; understand objectives, identify resources, meet set timelines, communicate results, and present deliverables (i.e. build out of the Property, Plant and Equipment sub-ledger and monthly reporting)
- Simplify processes and automate standard reporting; explore and leverage business intelligence tools for reporting (i.e. create and develop journal entry imports)
- Perform ad hoc analysis which enables tactical and strategic decision making
- Support the preparation of monthly financial reports and statements
- Assist with reconciliations including identifying discrepancies and researching transactions
- Document Standard Operating Procedures of Accounting Clerk position
- Other duties as assigned

Qualifications:

- Basic knowledge of accounting principles and procedures
- Knowledge of computerized accounting software, including proficiency in Microsoft Excel and other Microsoft Office applications
- Strong organizational skills and attention to detail
- Ability to work independently, navigate and maintain productivity

- Capability to produce timely deliverables and manage multiple/shifting priorities
- Exceptional communication skills, both written and verbal
- An analytical mindset with the ability to interpret financial data
- Take ownership of actions, success, and setbacks
- Must be committed to working a 40-hour work week for 10-12 weeks

Education & Experience:

- Currently enrolled full-time and pursuing an undergraduate or graduate degree in Accounting, Finance, or closely related field
- Strong academic record achieving a cumulative GPA of 3.0 (on a 4.0 scale) or higher

How to Apply:

- Email resume and cover letter to:
Matt Perrin - Administrative Assistant
mattperrin@abm.org