



## **ACCOUNTING INTERN JOB DESCRIPTION**

The Accounting Intern will have an opportunity to gain hands-on accounting experience and learn about the various aspects of the accounting function at Invest Atlanta. Invest Atlanta internships provide entry-level professionals with real-world learning opportunities in a fun environment to help build future careers.

The Accounting Intern will work directly under the supervision of the Assistant Controller but will assist other members of the accounting team and will provide outstanding service to internal clients.

### **KEY RESPONSIBILITIES**

- Document/review internal financial process and recommend changes to management.
- Assists in designing financial reports and provide trend reporting and other analysis on an ad-hoc basis.
- Assist in creating budget templates for upcoming budget cycle.
- Assist in the preparation of journal entries related to monthly General Ledger activity and adjusting journal entries.
- Analyze and research financial information pertaining to statements of operations, assets, liabilities, and capital.
- Support the audit/review of our financial statements by our external auditors.
- Assist with performing research on technical accounting matters, as they may arise.
- All other duties as assigned.

Assist with the day to day tasks in the department such as:

- Review monthly bank reconciliations.
- Review and agree receivable aging to general ledger monthly for Primary Government and Component Units.
- Review all intercompany balances on a monthly basis.
- Work with accounting team to ensure that trial balances are in balance on a monthly basis.
- Validates data, daily, through cooperation from team members and regular spot checks.
- Performs additional Business Operations duties and tasks, as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated leadership in work and/or academics.
- Strong written and verbal communication skills with the ability to interact comfortably at all levels of the organization including with senior level leaders.
- Excellent technical skills including a strong command of Microsoft Office Suite (Word, Excel, PowerPoint, etc.).
- Ability to work in fast-paced, deadline-oriented, dynamic and changing environment.
- Ability to pay close attention to detail.
- Proven ability to juggle multiple tasks simultaneously.
- Must possess a strong customer service orientation with high sense of urgency in meeting goals and deadlines.
- Ability to influence and think creative and strategically.
- Ability to analyze and problem solving.
- Must be able to work flexible hours based on business needs.

## **EDUCATION AND EXPERIENCE**

- Current undergraduate students at Senior level with studies in the areas of Accounting or Finance.

**Cover letters and resumes should be submitted to: [jobs@investatlanta.com](mailto:jobs@investatlanta.com).**

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to minorities, females, disabled and veterans are encouraged to apply.