

Accounting Intern

INCUMBENT: Vacant
REPORTS TO: Accounting Manager
LOCATION: Bowling Green, KY
STATUS: Part-Time, Hourly, Temporary
DATE: TBD



DESCRIPTION

The Accounting Intern provides assistance to the accounting and finance division in managing the financial activities of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with standard journal entries and month end closing procedures.
- Maintain and organize documents related to various accounting files and projects.
- Generate finance and accounting related reports.
- Work on special accounting projects when needed.
- Perform various accounts payable duties and file accounts payable/receivable documents as needed.
- Perform various account reconciliations.
- Perform data entry and tracking of various items related to the accounting department.
- Maintain strictest confidentiality of all organizational matters.

EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- Must be pursuing a college degree in accounting, finance, or related field.

QUALIFICATIONS

- Strong attention to detail, establishing priorities, and meeting deadlines.
- Strong interpersonal and communication skills (written and verbal) to effectively communicate accounting and finance topics to a wide audience.
- Be a well-organized and self-directed individual who is a team player.
- Possess strong computer skills, including a thorough knowledge of Microsoft® Excel, Outlook, PowerPoint and Word.
- Ability to multi-task and function in a team environment.
- Must be able to work independently at times and perform in a fast-paced environment.
- Openness to continuing learning and upgrading of skills.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to work at a desk for one or more hours at a time.
- Must have sufficient mobility to move around the Museum.
- Ability to lift and carry up to 10lbs.