Job Title:	Accounting Student Intern	**Wage/Hour Status:**	Non-exempt
Reports To:	Revenue/Senior Accountant	**Pay Grade:**	$15.00 per hour
Dept. /School:	Administration Building	**Date Revised:**	02/22/2018

Primary Purpose:

Assist the accounting department staff in the administration of general accounting duties.

Qualifications:

Education/Certification:

High School diploma or GED
Actively enrolled in an undergraduate program at an accredited college or university
Major in Accounting or Finance, current overall and Accounting/Finance GPA of 3.0 or better
Twelve or more college hours Accounting courses successfully completed

Special Knowledge/Skills:

Knowledge of accounting principles and practices
Ability to use calculator (10-key by touch)
Ability to use personal computer
Proficient in Microsoft Office applications (Excel, Word, and PowerPoint)
Proficient skills in keyboarding and file maintenance
Strong organizational skills and ability to meet rapid deadlines

Experience:

None

Major Responsibilities and Duties:

Accounting:

1. Enter journal entries.
2. Assist in preparing bank account reconciliations.
3. Verify support documentation for catering, field trip, and postage journal entries.
4. Import weekly student nutrition revenue journal entries.
5. Verify support documentation for fixed assets and enter assets in fixed asset module.
6. Assist during campus and department internal reviews.
7. Assist with audit preparation.
8. Assist with reconciliation of general ledger accounts.
9. Complete special projects as assigned by Business and Financial Services departments.

Records:

10. File and maintain records.

Other:

11. Maintain confidentiality.
12. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, printer, calculator, copier, and fax machine

Working Conditions:
Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer

NOTE: *The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*