



## **Trainee/Internship Program Offer**

### **(10565) Accounting Program – New York, NY**



**Start Date:** October–December 2021

**Program Duration:** 12–18 months

**Compensation:** \$15 per hour

**Housing:** Not Provided

**Number of Position Offered:** 1

#### **Host Company Description:**

Based in New York, this small accounting firm prides itself on its integrity and excellence in providing financial services for government organizations, private businesses, and non-profits. With great technical abilities, they are able to provide high-quality service at a fast pace. Services provided by the firm include strategic support, capital planning, finance accounting, audit readiness and more.

#### **Program Description:**

- Generating, distributing, and maintaining operational reports; assuring the paperwork is correct, implemented properly and promptly
- Updating financial statements, maintaining accounts receivable and accounts payable, and preparing financial reports.
- Recording purchases and check disbursements
- Customer Service – interact with and provide support to customers

#### **Applicant Qualifications:**

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **Business / Accounting** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **Business / Accounting** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years of professional experience in this field
- Excellent English skills
- Quick Books Software, bookkeeping, and general accounting practices required
- Advanced Microsoft; Excel, Word, Outlook skills required
- Technical understanding of generally accepted accounting principles
- Strong analytical skills along with an exceptional attention to detail

#### **How to Apply:**

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title