



Trainee/Internship Program Offer

(10566) Accounting Program – Bozeman, MT



Start Date: October–December 2021

Program Duration: 12–18 months

Compensation: \$10 per hour

Housing: Not Provided

Number of Position Offered: 1

Host Company Description:

Providing creative and innovative accounting and financial services with high-quality standards is at the core of this accounting firm, based in scenic Montana. They aim to assist their community and clients with their wide array of financial skills including tax preparation, litigation, payroll, bookkeeping, valuation, and more. They are looking for a talented accounting individual who is excited to gain experience in their field.

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