CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10567) 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 the heart of New York City, this investment firm works with real estate and crypto currency. By providing personable and data-driven investment advice, they seek to change what it means to invest. Using transparency and trust, they provide investing services that seek to make the world a better place.

Program Description:

- Recording transactions such as income and outgoings and processing payments
- Represent both Accounts Payable and Accounts Receivable
- Conduct daily banking activities
- Producing various financial reports
- Reconciling reports to third-party records
- Coordinating the facilitation of various administrative items

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 in this field
- **Excellent English skills**
- **Quick Books Software**, bookkeeping, and general accounting practices required
- Technical understanding of generally accepted accounting principles
- In-depth knowledge of Profit & Loss reports and Balance Sheet organization
- Exemplary time-management skills – being prompt and reliable
- Experience in Real Estate, Cryptocurrency, or an investment arena of some kind is a plus

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