



## **Job Description**

*Title:* Accounting Intern

*Classification:* Internship

*Compensation:* Course Credit

*Reporting to:* Finance Director

*Job Summary:* Akola seeks an exceptionally motivated and highly organized candidate to provide critical support to the Finance and Accounting Team. The Accounting Intern reports directly to Akola's Finance Director on a wide range of activities including accounts payables, accounts receivables, full-cycle bookkeeping, cost accounting analysis, and budgeting. The ideal candidate works well in a fast-paced environment for timely and effective completion of responsibilities to support the Akola team.

## **Essential Functions**

- Process accounts receivables, posting to the receivables ledger and preparing bank deposit slip
- Enter accounts payable into the system and assist with timely payments
- Gather receipts and supporting documentation for all transactions, including payroll activity
- Post daily sales and expense activity to QuickBooks
- Assist with the monthly close process, including bank reconciliations, revenue reconciliations, prepaid adjustments, and others
- Assist with special projects including cost accounting and inventory reconciliations
- Assist with special projects including internal controls process implementation and documentation

## **Qualifications**

*The ideal candidate will thrive in a startup company culture, be a self-starter and balance highly detailed projects with creative thinking. Qualifications include, but are not limited to:*

- Must be currently pursuing a 4-year bachelor's degree in Accounting or a similar field (Junior or Senior level standing - located in Dallas metro area)
- Nonprofit accounting or cost accounting classes preferred
- Excellent communications skills, both written and oral as well as excellent relationship skills are a must
- Team player with strong organization and follow-up skills

*Please send cover letters and resumes to Anna Ziebell at [anna@akolaproject.org](mailto:anna@akolaproject.org).*