



AKOLA

Fall 2019 Internship Job Description

Title: Accounting Intern

Classification: Internship

Hours: TBD

Compensation: Course Credit

Reporting to: Senior Accountant

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 Senior accountant on a wide range of activities including accounts payables, accounts receivables, fully cycle book keeping, cost 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 Include, but are not limited to:

- The ideal candidate will thrive in a startup company culture, be a self-starter and balance highly detailed projects with creative thinking
- 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
- Must be highly organized with excellent follow up and execution skills
- Strong team player mentality as well as willing to be flexible and adaptable to whatever the situation at hand may be.

Please send cover letters and resumes to Carolina Herrera at carolina@akolaproject.org.