

GREAT FUTURES START HERE.



General Accounting Internship (2 – positions)

\$11.00 - \$15.00 an hour - Part-time

Full Job Description

OVERVIEW

Boys & Girls Clubs of Central Georgia is currently seeking an excited college student looking for a Spring semester internship. If you are interested in a general business, accounting, finance internship and possess the qualities below, please apply!

Intern will be able to assist and work directly with our Finance Director in accounts payable, account receivables or general accounting functions. Work closely with the accounting team and assist with all administrative and data entry duties. Over the course of the paid internship, with an anticipated commitment of 25-30 hours per week and the possibility of extending the internship or gaining full-time employment after internship completion, you will gain hands-on, real-world experience working directly on multiple projects within a Finance team to develop your understanding of the financial and accounting processes. Must be local to the Macon, Georgia area for onsite training and work experience gained.

Internship position has the potential to lead to a regular full-time Accounting and Finance Associate assignment.

JOB RESPONSIBILITIES of the role could include but not limited to:

- Assist with month-end financial reports and internal financial reporting package.
- Assist with various data entry needs and projects.
- Participate in variance analysis and analytical reporting for management. • Arranging payment of vendor invoices in a timely and efficient manner, via weekly check run, wire or ACH payments
- Process vendor statement reconciliations
- Verify payment information, vendor set up
- Follow up with employees regarding items such as unallowable expenses, missing receipts, or clarification on expenses
- Assist with daily cash application, resolution of customer inquiries • Process billing adjustments to accounts

- Learn how to work as part of the accounting team to compile and analyze data, track information, and support the organization.
- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Resolving account discrepancies and performing account reconciliations. • Receives and verifies credit card expense reports; reconciles expenses and other financial reports with account balances.
- Take on additional tasks or projects to learn more about accounting and department operations

Skills and experiences:

- Graduation date between May 2023 and December 2023
- Currently pursuing a bachelor's degree from a United States-based college or university in Business, Finance, Economics, Math or Accounting • Authorized to work in the United States of America
- Ability to work a minimum of 30 hours per week over 16 weeks • Regular, consistent, and punctual attendance
- Willing to learn
- Must have a positive attitude
- Must be flexible
- Data entry and organization skills
- Basic understanding of accounting and financial principles
- Strong academic aptitude and well-developed analytical problem-solving skills
- Highly motivated and results driven
- Quality focused and attentive to detail
- Ability to effectively communicate both verbally and in writing • Ability to work quickly, effectively, and accurately in a fast-paced team environment
- Strong proficiency in Microsoft Office suite, including good Excel skills • Must complete and pass a criminal background check

Attributes and offerings:

- Team player with a positive "can-do" attitude
- Ability to commit for duration of engagement
- Strong interpersonal and relationship building skills
- Personal and professional career growth opportunities
- Great culture and fun working environment

To Apply: Send resume to info@bgccq.org