

Ayala, Vado & Associates

Job Title: Accounting Intern

3501 14th Street NW, Washington, DC 20010

THE POSITION:

Ayala, Vado & Associates's Reconciliation and Sales Tax Department is offering a paid student internship during summer and potentially continuing on a part-time/seasonal basis through the academic year. The Internship Program will provide the student with relevant skills in a variety of accounting functions via on-the-job training.

RESPONSIBILITIES:

- Reconciling general ledger accounts
- Roll forward analysis of balance sheet accounts
- Monthly financial statement review and analysis
- Assist with general accounting month-end closing procedures
- Provide clerical support for Sales Tax reporting
- Complete special projects as needed and other duties assigned
- Requirements:
- Must be actively enrolled in an undergraduate program at an accredited University and/or Community College, with a major in Accounting and a Junior or Senior Level with a GPA of 3.0 or above.
- Strong technical and organizational skills in addition to excellent written and verbal communication skills in a professional environment.
- A high level of integrity, accuracy, dependability, enthusiasm, and confidentiality

- Proficient in Microsoft Office applications (Excel, Word, and PowerPoint).
- Position will require a minimum of 20 hours and a maximum of 40 hours per week.

TIME COMMITMENT:

- Hours of operation are from 9:00 am and 6:00 pm Monday-Friday
- Must be available to work up to 40 hours per week during the summer (June-September)
- Must be available to work up to 30 hours per week during the academic year

BENEFITS:

- Receive direct supervision from the Vice President and Departmental Supervisors'
- Participate in professional training offered to all employees
- Engage in employee career option
- Build resume and explore career options
- Apply skills and knowledge to the workplace
- Academic credit will be available to qualifying students who receive approval of their University/Community College.
- Flexible scheduling to allow for finals and changes in class schedule
- Upon successful completion of internship, will be provided with a Letter of Recommendation

Rate: \$12-\$15 per hour DOE

Mail: 3501 14th St, NW

Washington, DC 20010

Email: info@ayalapa.com

Application: Submit Application along with supporting documentation.