



Finance/ Accounting Intern

Please send your resume to info@texasdeerassociation.com

Description

The Texas Deer Association Is looking for a Finance/Accounting intern. The student filling this position will handle a wide range of important duties.

Responsibilities (including, but not limited to)

- Prepare periodic reports on screening, tracking, and monitoring clients and prospects.
- Organize and collect progress reports
- Answer phones, distribute mail, print/copy documents, order supplies
- Compile monthly financial reports and prepare invoices for clients
- Coordinate organizational and administrative tasks
- Support payable and receivables
- Work with general ledger account
- Assist in daily accounting operations
- Assist with accounts receivable, payable and bank statements
- Assist in the implementation of new accounting systems and procedures
- Manage client accounts and take necessary actions to receive payment
- Financial statement analysis
- Preparation of weekly and monthly reports
- Assist with audits
- Work with the finance team on yearly forecasting efforts
- Manage the monthly tracking of our physical inventory
- Data entry

Preferred qualification/skills:

- Ability to work in a fast-paced environment and collaborate effectively as a team member.
- Ability to communicate at all levels with internal/external clients by phone, email and face to face.
- A positive attitude with good organizational, presentation and writing skills.
- Pursuing a Bachelor's Degree or equivalent education.
- Ability to handle confidential and sensitive information.
- Understand finance and accounting principles and practices, and banking procedures.
- Demonstrate working knowledge of computer software packages, MS Excel, MS PowerPoint, and MS Word.

Majors

Business, Finance, Economics, Accounting.

Details

- Unpaid Internship
- 10-20 hours per week.

