Accounting Technologist Internship Job Description

❖ **Job Title:**
  - Accounting Technologist Internship

❖ **Job Description:**
  - Bean Counter 4 Hire, LLC is a cloud accounting firm that offers virtual bookkeeping, payroll, and advisory services to small businesses and self-employed individuals throughout the United States. We are currently seeking to fill the position of Accounting Technologist Intern to help support our clients and projects as our firm is increasingly growing. The right candidate will be someone who has a passion for both accounting and technology while enjoying the freedom of working remotely and setting their own hours. This is an entry-level position that has a tremendous opportunity for growth as our firm continues to grow.

❖ **Duties:**
  - 50% Transaction Coding – Review client bank transactions and categorize each transaction to an appropriate General Ledger account.
  - 10% Financial Reporting – Prepare Financial Reports for clients for each period end.
  - 10% Use and Setup of Various Business Apps – From Financial Document apps, data entry apps, and more. Will need to be able to learn and use all apps as well as set up apps for clients.
  - 5% Accounting System Setup – Will build new accounts on Accounting System and create a chart of accounts, create custom invoice, add bank accounts, etc.
  - 5% Miscellaneous Administrative Tasks – Internal/External Emailing, Time Tracking, Chat, Meetings, and other miscellaneous tasks.

❖ **Skills and Competencies:**
  - **Skills:**
    - Must have an intermediate knowledge of accounting fundamentals
    - Must understand a standard Chart of Accounts and comprehend the “Normal Balances” associated with each General Ledger account.
    - Must know how to efficiently and effectively complete both a manual bank reconciliation as well as a software-based reconciliation.
    - Must be versed in Financial Reporting and have a solid understanding on how to analyze Financial Reports including and not limited to an Income Statement, Balance Sheet, Cash Summary, Accounts Receivable Aging, and Accounts Payable Aging.
    - Must be technology oriented and able to quickly learn new apps and software.
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- Must have excellent computer and typing skills.

- Competencies:
  - Must be able to work independently and responsibly able to keep track of all work completed in time tracking app.
  - Must be able to responsibly work remotely using remote worker monitoring software that will keep track of the work completed while monitoring all sites and programs in use.
  - Must be able to effectively communicate with internal staff, Management, and clients exercising professional language skills.
  - Must have completed Financial Accounting & Cost Accounting College Level Coursework with a 3.0 GPA or higher.
  - Must currently be certified on Xero accounting software or able to complete the certification prior to starting position.
  - Must have their own desktop/laptop computer with a reliable internet connection.
  - QuickBooks Online & QuickBooks Desktop experience a plus.

- Relationships:
  - Direct Report – This position will report directly to the CEO of Bean Counter 4 Hire, LLC who also serve as an internal Accounting Controller reviewing all work before it is sent to clients. Additionally, this position will also report to the COO for HR, Payroll, and other internal matters.

- Compensation:
  - Compensation will be dependent upon candidate’s previous experience and ranges from $7.25 to $10 per hour with a maximum of 20 hours available per week. This position will be a 1099 contractor position which means no payroll taxes will be withheld, the contractor will decide the hours that they work and where they will work. There are not benefits or perks available for this position currently.