Summary of duties and responsibilities:
The **Accounting Intern** will assist with a wide range of duties, including analyzing data, preparing financial reports, and learning about various accounting activities.

**Essential Duties and Responsibilities** include but are not limited to the following:

- Lease entry
- Create lease entry batches
- Create abstracts to help staff accountants review leases
- Mail statements and late letters
- GL Recon - data entry
- Run GLs for CAM
- Uploading variance notes into MRI after staff accountant
- Key simple entries – ex: salary entries (month end)
- Bank reconciliations
- Other tasks as assigned

**Qualifications:**

- Currently pursing a degree related to Accounting
- General ledger understanding
- Strong computer skills to include MS Office Suite, particularly strong in Excel
- P&L Review
- Balance Sheet Reconciliation

**Position Competencies:**

- **Service to Employees:** Treats other employees with respect and dignity and acts as a positive member of the team; establishes and maintains effective relationships
- **Attention to Detail:** Able to “zoom in” to detail quickly and accurately; checks information, picks up inconsistencies and mistakes; can make detailed comparisons between similar sources
- **Effective Communications:** Is able to clearly and succinctly communicate in a variety of settings and styles; can get messages across that have the desired effect
- **Task Completion:** Responds effectively to clear direction; follows set procedures; solves immediate problems; escalates where appropriate; sees tasks through to completion
- **Time Management:** Uses his/her time effectively and efficiently; effectively prioritizes tasks