

Title: Accounting Intern**Location:** Goldbelt Falcon
Chesapeake, Virginia**Hours of Work:** 40 hours**Category:** Internship**FLSA Status:** Non-Exempt**Salary/Grade Level:** TBD**Date Approved:** Summer 2012**Reports to (Supervises/Liaison):** Director of Business Operations**SUMMARY**

The Accounting Intern assists in implementing and performing a variety of simple to complex accounting functions, including entry level payroll and accounts payable activities. This position supports the accounting department with processing and maintaining payroll records and reports for accounting of salary/wages due, accruals, deductions, and other payroll functions. Responsibilities include a combination of calculating, posting, and verifying to obtain financial data for use of maintaining payroll and accounts payable records.

ESSENTIAL FUNCTIONS:

- May post and compute employees' total hours worked for pay period.
- Assist with the audit of original timesheets to ensure precision and timely receipt.
- Assist with the reconciliation of payroll and labor accounts on a weekly basis.
- Data entry into Deltek GCS accounting system.
- Assist with preparation of tax deposits for federal, state, and social security withholding.
- Distribute paychecks to appropriate personnel.
- Issue accounts payable checks, obtain authorized signature, mail to vendors/employees.
- Assist with Monthly reports for taxes and 401(k).
- Assist with account reconciliation and processing of accounts payable.
- Performs routine clerical duties, to include but not limited to, filing, typing correspondence, answering phones, making copies, prepare out-going mail, distribute incoming mail, etc.
- Assist supervisor in any and all requested payroll functions, projects, and reports.
- Provide input to supervisor regarding scheduling of work activities.
- Perform additional duties as directed by the Business Operations Director.

MAIN PROJECT: Accounting Policies/Procedures

- The intern will develop policies and/or procedures necessary for accounting practices (e.g., reimbursement vouchers, expense reports, etc.) as per the company format. This project will include the research and development of accounting principles as they pertain to Goldbelt Falcon guidelines.

QUALIFICATIONS:

- Must be eligible to participate in Goldbelt's Career Development Program.
- Must be available for entire twelve week program.
- Proven record of honesty and integrity in all relationships.
- High School diploma or equivalent.
- Majoring in Accounting, Finance Degree or related field is desired.
- Good organizational skills, with the ability to establish priorities.
- Excellent computer skills and proficient in excel, word, outlook, and access.
- Excellent communication skills, both verbal and written.

PHYSICAL DEMAND ANALYSIS:

ACTIVITY	NOT APPLICABLE	OCCASIONALLY	FREQUENTLY	CONSTANTLY
Climbing	✓			
Stooping		✓		
Kneeling/Crawling		✓		
Reaching		✓		
Standing		✓		
Sitting			✓	
Walking		✓		
Pushing/Pulling		✓		
Talking			✓	
Hearing			✓	
*Lifting		✓		

*May be required to lift 20 to 30 pounds occasionally

ENVIRONMENTAL CONDITIONS:

Over 75% of the time is spent working inside in an environmentally controlled office, with the risk of physical attack or injury present only in unusual situations. However, some outside work including air travel by commercial carrier and driving may be common.