



3075 Vintage Blvd, Suite 200, Juneau, Alaska 99801 (907) 790-4990; Fax (907) 790-4999

**Title: Accounting Intern**

**Department:** Accounting

**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 Finance

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**SUMMARY**

This internship will be based at the Goldbelt Corporate Headquarters in Juneau. The internship will be a training opportunity in the Accounting Department providing an overview of the accounting functions in a for-profit corporate setting. This internship will provide work on understanding the various accounting technician positions by performing the functions of those positions and gaining an understanding of how these entries flow to the general ledger. The intern will report to the Director of Finance. Intern projects include:

- Draft desk procedures for all Accounting positions
- Assist the Director of Finance with general ledger reconciliations
- Prepare monthly financial reports
- General administrative duties

**NECESSARY SKILLS AND KNOWLEDGE**

- Excellent communication skills, both written and oral
- Excellent computer skills – including Microsoft Office Suite (layout and design programs a plus)
- Positive attitude and willingness to learn

**MINIMUM QUALIFICATIONS (education, experience, skills)**

- Eligible for participation in Goldbelt's Career Development Program
  - Work toward an Associate's, Bachelor's or graduate degree in Accounting or a related field
  - Excellent organization skills and the ability to handle confidential information with discretion
  - Ability to manage multiple priorities and deadlines in a fast paced and demanding work environment
  - Flexibility and motivation to work independently and within a team.
  - Must be available for entire twelve week internship
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