



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

**Title:** *Accounting Intern*

**Department:** Accounting

**Date Approved:** 02/04/2016

**Category:** Internship - Summer

**FLSA Status:** Non-Exempt

**Reports to (Supervises/Liaison):** Director of Finance and Accounting

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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.

## **JOB DUTIES**

- Learn process of invoicing vendors (AR) as well as paying vendors (AP)
- Assist with general ledger reconciliations
- Assist in preparation of monthly financial reports
- General administrative duties
- Summer project – work on user manual for accounting system

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

- Eligible for participation in Goldbelt's Career Development Program;
- Working toward an Associate's or Bachelor's degree in Accounting
- 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