



Goldbelt Government Services Group
13900 Lincoln Park Drive, Suite 310
Herndon, Virginia 20171

Title: *Accounting Intern*

Location: Herndon, Virginia

Hours of Work: 40 hours

Category: Internship

FLSA Status: Non-Exempt

Salary/Grade Level: DOE

Date Approved: 1/2016

Reports to (Supervises/Liaison): Controller

INTERNSHIP SUMMARY

The Accounting Intern at Goldbelt Inc.-Herndon will learn and assist with the administration of the day-to-day operations of the accounting organization. This position is a great opportunity to learn accounting with a dynamic organization, and should well prepare the intern for an entry level position with any professional company. Intern will:

- Review and reconcile balance sheet accounts in Jamis system. (including prior year data transferred in from legacy system)
- Review contract level costs to reconcile costs and revenue by project
- Develop, improve, and standardize reconciliation schedules for assets, cash, accrued liabilities, etc.,
- Cycle through multiple accounting departments including payroll, payables, receivables, financial reporting.
- Help prepare financial and management reporting to present to executive management. Develop dashboards to track Key Performance Indicators for LLC Presidents and project managers.
- Experience processing costs in job cost accounting system. Learn how costs flow through project reporting to financials and eventually Incurred Cost reports to the government
- Will be introduced to multiple government billing platforms including WAWF
- Assist with documentation of desktop procedures and company-wide accounting policy
- Perform other special projects as assigned.

Major Project: Intern will assist with updating policy and procedure associated with new systems and new work flow. The Intern also will help develop mapping for data feeds in and out of the Jamis accounting system to create automated journal entries, provide cost reports, and streamline and automate data transfer between Jamis and other systems,

NECESSARY SKILLS AND KNOWLEDGE

- Above average oral and written communication skills.
- Good interpersonal skills.
- Able to organize and pay attention to detail.
- Able to identify and resolve problems in a timely manner.
- Able to gather and analyze information.
- Above average math skills
- Experience using spreadsheets

MINIMUM QUALIFICATIONS (education, experience, skills)

- Eligible for participation in Goldbelt's Career Development Program;
- Working towards an Associate's, Bachelor's, graduate degree in Business, Accounting, or Mathematics or a related field. Candidate should have already completed some business or accounting classes;
- Should be available to work out of Goldbelt's corporate offices for a minimum of 12 weeks.