



Accounting Internship



2024 Summer Accounting Internship Job Description

Date: May - August

Time: up to 24 hours Monday – Friday (Flexible Schedule)

Internship Description

Spartanburg Water, a water and waste water utility provider is seeking an Accounting Intern to support the Finance department in day-to-day administrative tasks and activities. If you are ready for practical hands-on experience with accounts payable, accounts receivable, general accounting, an accounting system, organizing important files and learning from the advice and expertise of the Finance department, this is the internship for you.

Accounting Intern Duties and Responsibilities

- Shadow members of the Finance department as they perform their duties
- Assist with transactions of Accounts Receivable
- Assist with transactions of Accounts Payable
- Assist with fixed assets, bank reconciliations, balance sheet reconciliations, etc.
- Assist with general accounting month-end closing procedures
- Provide clerical support for Sales Tax & Use reporting
- Complete special projects as needed and perform other duties as assigned

Requirements

- Enrollment in an institution of higher learning with a major or concentration in Accounting
- Strong technical and organizational skills in addition to excellent written and verbal communication skills
- A high level of integrity, accuracy, dependability, enthusiasm, and confidentiality
- Proficient in Microsoft Office applications (in particular, Excel)
- Motivation and a strong desire to take on new challenges and learn as much as possible

Benefits

- Develop experience and skills to enhance your resume
- Learn basics of an accounting software
- Understand the inner workings of Spartanburg Water
- Sense of reality to the abstract concepts that you learn in class
- Hourly rate \$12.50

For questions, contact Darius Murry via email dmurry@spartanburgwater.org or call (864)580-5687