



## Accounting Intern

### Overview of Job Family

Our accounting and finance team works “hard AND smart” behind the scenes each and every day to perform a full range of professional accounting and financial reporting responsibilities in order for our Company to maintain accurate and timely financial and accounting records for our multiple Companies, to report accurate, complete and timely financial information to a wide and diverse number of regulators, auditors, carriers, investors and other partners, and to receive and distribute Company monies accurately, efficiently and within designated timeframes and Company policies and procedures. This team serves a critical role for us to ensure all of our i’s are dotted and t’s are crossed in the ongoing maintenance of a wide scope of routine to highly complex and detailed accounting and financial records and reports for management, our investors and other partners, our auditors, our carriers and a plethora of regulating entities.

### Overview of Job

Our Accounting Intern carries out a variety of routine accounting and administrative responsibilities in support of the accounting teams’ daily operations.

### Job Responsibilities

- Reconcile daily and monthly bank statements and credit card accounts.
- Prepare standard monthly journal entries.
- Prepare monthly settlement reports for client partners; create ad-hoc reports where needed.
- Prepare invoices for processing through sorting and scanning as needed; place checks in envelopes and mail.
- Provide backup support to other staff in the accounting department, including accounts payable, accounts receivable, and staff accountants.
- Dynamically enhances Company's success by taking advantage of learning and development opportunities and personally integrating positive actions to improve individual performance.
- Positively represents the Accounting and Finance Team in all communications, including telephone, face-to-face and email interactions, and provides accurate information and professional responses to internal and external customers, vendors, auditors, and all other external business contacts, as directed; actively contributes as a member of the Cabrillo Coastal Team by providing assistance and support to other teams/team members on a Companywide basis.

### Skills and Expertise

**Qualities:** Financially-Oriented; Quality-Oriented; Service Oriented; Detail-Oriented; Self-Starter; Team Player; Multi-Tasker; Adaptability; Flexibility; Strong Work Ethic; Positive “Can Do” Attitude; Collaborator; Ability to maintain composure and professionalism in fast-paced and sometimes stressful environment.

**Skill Sets in the Following Areas:** Time management/working under tight deadlines; reviewing financial information; organization; problem analyses/solving; active listening; interpersonal communication.

**Knowledge of:** Basic technical accounting/bookkeeping terminology and processes; telephone and email business etiquette rules; desktop computer operations; Microsoft Excel and other standard business software and web-based engine operations (e.g., Microsoft Word, Microsoft Outlook and Internet Explorer).

**Licenses and Experience**

Currently enrolled in a 2-year or 4-year program for accounting or similar experience/education level.

**The Details**

Part-Time/20 Hours a week      8:00 am – 1:00 pm or similar schedule. Morning hours are highly desired.

Pay: Commensurate with Experience

Must be authorized to work in the US and employer will not sponsor applicants for work visas.