



Accounting Intern

Report to: Sr. Accountant

Employment Status: Part-Time, Hourly, Non-exempt

Overall, daily tasks include recording and keeping record of transactions, assisting with accounts payable and receivable. Possesses knowledge of accounting principles related to classifying, recording and summarizing data and making computations in order to successfully compile and maintain financial records. The use of a computer is necessary to maintain and create accounting reports.

Responsibilities

- Maintain filing system for accounting documents, i.e., invoices and check stubs, journal entries, and cash receipts
- Data entry in Financial Edge, Raiser’s Edge, Digital Cheetah, Archtics, Excel or other types of financial software
- Prepare cash receipts, accounts payable invoice entries, and other transactions to journals or ledgers and verify accuracy
- Reconcile Amazon & Wal-Mart credit cards with receipts
- Analyze invoices, data and financials for trends and cost savings
- Prepare invoices and statements for members, clients, and customers across all entities. Submit to respective staff member for review and mail when ready
- Preparation of meeting and financial packets
- Assist with ad-hoc reporting
- Gather organizational/financial data for special projects
- Assist with MI Project reports and tracking
- Provides support to other accounting staff
- Assists HR department with daily tasks or projects as needed

Seasonal Special project assistance:

- Prepare budget worksheets by rolling spreadsheets and ensuring all captured data is in balance
- Assist loading monthly budget information for all SCD and Momentous entities into Financial Edge
- Help with audit preparation, audit schedules, pulling requested documentation, organizing audit files
- 1099 review, preparation, and mailing
- Enter Golf payments in Archtics database
- Club Member uniform inventory tracking
- Assist with 990 preparation as needed

Requirements

- Strong background in math, finance or accounting preferred
- Assist with administrative tasks such as preparing documents, reports, records, and mailings
- Keeps management informed of any problems related to the job, attends meetings regularly, and works to maintain a clean, secure and well-maintained work area
- Must have high ethical standards, as well as maintain an aura of professionalism. Appearance while on the job should be neat and well-maintained. This position may act as a steppingstone to a better career in senior level accounting jobs.

Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

Resumes Accepted:

Maria Maldonado

HR Director

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