

## ACCOUNTING INTERN

The Greensboro Housing Authority (GHA) is comprised of more than 100 housing and business professionals who are dedicated to making GHA stand out as Greensboro's largest provider of affordable housing, while offering the best real estate and property management services in the country. Our team members experience a stimulating and rewarding work environment and are committed to making a difference in our community to produce opportunities for LIFE SUCCESS™.

### **General Description**

The **Accounting Intern** will have an opportunity to gain hands-on accounting experience and learn about the various aspects of the accounting function at the Greensboro Housing Authority. GHA internships provide real-world learning opportunities in a fun environment to help build future careers. The Accounting Intern will work directly under the supervision of the Chief Financial Officer but will also assist other members of the accounting team, as well as provide outstanding service to internal clients.

Responsibilities may include but are not limited to:

- Assists in designing financial reports and provide trend reporting and other analysis on an ad-hoc basis.
- Assist in creating budget templates for upcoming budget cycle.
- Assist in the preparation of journal entries related to monthly General Ledger activity and adjusting journal entries.
- Analyze and research financial information pertaining to statements of operations, assets, liabilities, and capital.
- Support the audit/review of our financial statements by our external auditors.
- Assist with performing research on technical accounting matters, as they may arise.
- Prepare monthly bank reconciliations.
- Review and subsidiary ledgers to Gl.
- Review all intercompany balances on a monthly basis.
- Document internal financial process.

### **Requirements**

Successful candidates must have completed at least two (2) semesters of college or university curriculum and be currently enrolled to obtain a degree in Finance or Accounting.

### **Closing Date**

Open Until Filled

### **How To Apply**

If you are interested in applying, please email your resume to our Human Resources Coordinator, Savannah Barrett (sbarrett@gha-nc.org), and complete the online application by visiting our website ([www.gha-nc.org](http://www.gha-nc.org)) and clicking on 'Working for GHA'.

*No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. We abide by the Drug Free Workplace Act, which includes pre-employment testing. GHA participates in E-Verify. To access E-Verify's Participation Posters visit [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify) and then go to Publications.*

