

Job Opening: **ACCOUNTING INTERN**

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 assist other members of the accounting team and will provide outstanding service to internal clients.

- 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 GI.
- Review all intercompany balances on a monthly basis.
- Document internal financial process

MINIMUM TRAINING AND EXPERIENCE

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

Closing Date: Open until filled

Complete application on-line at www.gha-nc.org and send your resume to shunt@gha-nc.org

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.

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