

## Accounting Intern: Jones & Associates

Jones & Associates the largest accounting firm serving nonprofits exclusively in Southern California. It provides a full suite of accounting and reporting services to over 30 clients, which include public foundations, schools, religious institutions, and community service organizations. J & A has been expanding and is now seeking an accounting intern to provide support on several accounts. Centrally located in new and expanded offices in the Miracle Mile, J & A recently was recognized by the market research firm Inavero as a recipient of their "Best of Accounting" award, based on client satisfaction.

More information on the firm can be found at [www.charityaccounting.com](http://www.charityaccounting.com).

### The Position

This is a part time position of up to 30 hours per week, assisting accounting staff in payroll and bookkeeping functions. The position has the potential to grow into a full time staff role after graduation. The position is ongoing and hours will likely vary from week to week. The ideal candidate is an accounting major at a top accounting school, seeking a career in that field.

### *Responsibilities include:*

- Data entry for payroll
- Data entry for accounts payable and accounts receivable
- Assistance with excel reporting
- Responding to ad-hoc requests from clients
- Pulling Quickbooks reports as needed

### *Specific preferred skills & experience include:*

- Currently pursuing a Bachelor's degree in accounting
- Proficiency in Microsoft Office; experience in Quickbooks and other accounting software packages is a plus
- Strong communication skills and the ability to effectively communicate with a variety of people
- Excellent organizational skills and attention to detail
- Demonstrated interest in a career in accounting
- Ability to juggle multiple projects in a fast-paced environment to meet changing requirements and deadlines

Due to the confidential nature of our work, the individual must be able to maintain confidential information and exhibit a high level of professional integrity, meet professional standards and exercise good judgment at all times.

To apply, please e-mail a cover letter and resume to [careers@charityaccounting.com](mailto:careers@charityaccounting.com)