Samples of Desired Attributes for intern:

Adept using Microsoft Office (Word, Excel, PowerPoint)

Business, Finance or Accounting major

Overall GPA of 3.00 or higher

Independent and utilizes good judgement in the completion of projects

Excellent written and verbal communication skills

Prioritize tasks and meet deadlines

Team player

Samples of Intern Responsibilities:

Help prepare month-end financial reports

Journal entries and data entry

Assist with audits

Help reconcile Accounts Receivable, Accounts Payable accounts

Perform credit checks

Writing and updating website, setting up/updating social media sites

Participating and possibly presenting at client or team meetings

Administrative tasks as assigned