



ACCOUNTING INTERN

Type: Part time position (15-25 hours per week)
Experience: College student or recent graduate

SUMMARY

The successful candidate in this internship will be a student who is eager to apply their knowledge to real life experience within a business. The intern will assist with a variety of accounting activities and will utilize their knowledge to help the team meet its goals. This position offers a flexible schedule so that work hours can be scheduled around the intern's class schedule or other commitments.

PRIMARY RESPONSIBILITIES

- Build relationships with accounting team members and other staff
- Post journal entries
- Assist with balance sheet account reconciliations
- Identify and troubleshoot irregular items and communicate issues to team members in order to determine a resolution
- Support our accounts payable and account receivable functions
- Assist with data entry and filing documents

KNOWLEDGE AND SKILL REQUIREMENTS

- Display a professional, confident, reliable, trustworthy, positive demeanor
- Attention to detail
- Basic understanding of financial and accounting principles
- Proficiency with Excel
- Ability to learn new software

WORKING CONDITIONS

Working conditions are normal for an office environment and will require:

- Reliable transportation to FIT's office in Playhouse Square
- Ability to multitask
- Excellent verbal and written communication skills

TO APPLY FOR THIS POSITION:

Email your cover letter and resume to HR@FITtech.com



Headquartered in Cleveland, FIT Technologies is an employee-owned company (ESOP) with 110 staff supporting clients throughout Ohio and in metropolitan areas in 30 states across the country.

To promote a healthy work environment and provide exemplary customer service, FIT Technologies is a non-smoking workplace and prefers hiring non-tobacco/non-vape users.

FIT Technologies is an equal opportunity employer and welcomes diversity in our employees.

We do not discriminate and will take measures to ensure against discrimination in employment, recruitment, compensation, termination, promotions, and other conditions for any employee or job applicant on the basis of race, color, national or ethnic origin, ancestry, gender, age, religion, creed, disability, military or veteran's status, sexual orientation, gender identity or gender expression.

