

Unique People Services Job Description

Job Title: Accounting/Bookkeeper Student Intern
Department: Fiscal
Reports To: Fiscal Manager
Prepared By: HR Director
Prepared Date: 1-12-12
Revised Date:

SUMMARY Unique People Services (UPS) is seeking an unpaid intern to perform all basic accounting/bookkeeper functions in the fiscal department for approximately 20 hours a week during the school year.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist with account payable and accounts receivables.
- Assist with preparing expenditures and/or reimbursement reports.
- Assist with maintaining accounting records and files in accordance with Agency policies and general accepted accounting principles.
- Maintain accounts receivable and accounts payable records.
- Assist with prepare analysis of accounts as required.

QUALIFICATIONS:

- Accounting or bookkeeping background.
- Computer literacy with working knowledge of spreadsheets, accounting systems and WordPerfect.
- Ability to work with a diverse group.
- Desire to make an impact in the organization

Please fax cover letter and resume to Attn: HR Department (718) 231-7720 or e-mail to: recruit@uniquepeopleservices.org