



Job Description *We create environments to proclaim the gospel*

Date: May – July 2023

Position Title: Accounting Intern

Reports To: Controller

FLSA Status: Exempt Non-exempt

Job Summary:

We are seeking an eager, hard-working, and proactive Accounting Intern to play a key role in recording, maintaining, and assisting with reporting on general ledger data. This position will perform data entry, reconciliations of purchase orders with shipping documents, file financial material, count and record cash deposits, and assist with account reconciliations.

Essential Job Functions.

1. Data entry of financial information into general ledger (35%).
2. Perform account reconciliations (25%).
3. Assist with inventory tracking and invoice processing - camp retail stores (25%).
4. Count and record cash deposits for cash collected at camp (15%).

Skills: Identify the job-related capabilities and activities required to perform this job well

1. Accurate and efficient data entry.
2. Pro-active and critical thinking skills to meet needs of changing environment more efficiently.
3. Time management and organizational skills to manage multiple priorities and meet deadlines.
4. Give exceptional customer service to internal Crossings staff.
5. A can-do attitude to help with other items as needed for the accounting team.
6. Team player – work across functions with on property camp staff

Work Experience: Describe the type of previous job-related experience required.

- Previous accounting experience preferred.
- Experience with QuickBooks is desirable.
- Basic Microsoft Office Suite experience required.

Education: Check only the highest education degree required for this job.

High School Associate or Technical Bachelor Masters

Required Licenses or Certifications:

None