

# FIRST COMMUNITY CREDIT UNION

## POSITION DESCRIPTION FOR INTERNSHIP PROGRAM

8/24/2015

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**Title:**

Accounting Intern

**Reports To:**

Controller

**FLSA Status:**

Non-Exempt

**Location:**

Jamestown, ND

**Position Summary of Duties:**

Works with the day-to-day accounting department functions and clerical tasks. Assists with the preparation of monthly and annual financial statements and the annual financial statement audit.

- Responsible to perform daily balancing activities and ensure accurate posting to the Credit Union's accounting software system.
- Perform routine accounting and clerical operations.
- Assist with the preparation of financial and analytical reports prepared in support of other Credit Union departments.
- Assist with the month end financial closing process by calculating accruals and preparing general ledger journal entries.
- Maintain accurate and orderly documentation of work performed.
- Ensure all information and transactions regarding members are kept confidential.
- Other duties as assigned.

**Education/Experience Requirements**

- Must be pursuing or have earned an undergraduate degree in Accounting, Finance, or Business.
- 2 years of post secondary education in accounting.
- Knowledge of basic bookkeeping and accounting principles.
- Attention to detail and confidentiality.
- Proficient in Microsoft Office applications.
- Good communication skills, both verbal and written.
- Ability to work with mathematical concepts to include ratio and trend analysis.
- Ability to meet deadlines.

**Location and Hours of Work**

This position will be based in Jamestown. The hours of this job are related to the needs of the department; minimum of 4 -hour increments per day, Monday through Friday.