



**WORLEY, WOODBERY,  
& ASSOCIATES, PA**  
CERTIFIED PUBLIC ACCOUNTANTS

## **Intern Job Description**

We are looking for a driven Intern with a basic understanding of administrative and financial principles who is ready for an immersive, real-world experience during the fast-paced tax season. Under the supervision of our staff, the Intern can expect to participate in the preparation and delivery of accounting work. You should be a motivated team player who can maintain efficiency and accuracy when multitasking.

To be a strong candidate for an Internship, you should possess an understanding of administration and financial principles and a positive attitude. You should be collaborative, trustworthy, receptive to feedback, and eager to learn.

### **Accounting Intern Responsibilities:**

Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records

Shadowing members of the Accounting department as they perform their duties

Handling sensitive or confidential information with honesty and integrity

Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients

Taking on additional tasks or projects to learn more about accounting and office operations

### **Accounting Intern Requirements:**

Must be currently working on a degree in Accounting or Business Management

Strong verbal and written communication skills

High level of efficiency, accuracy, and responsibility

Motivation and strong desire to take on new challenges and learn as much as possible