



Job: Accounting Associate Intern
Type: Permanent
Compensation: Fixed, Variable Component

Description:

The Accounting Associate Intern is an internship position that assists in handling the day-to-day bookkeeping and accounting services for a group of assigned clients. This position requires an individual who can assist the team of Associates handle, prepare, compute, manage, research, and analyze all accounting data in order to provide quantitative information on performance, financial position, solvency, liquidity and cash flows of our clients' businesses. This position reports to the Accounting Associate at wefinx.

Our Associates deliver bookkeeping and accounting services for small businesses using our innovative technology and solutions. We will provide you with all the tools and training you'll need to become a highly successful Associate.

Key Responsibilities:

- Assist in day-to-day bookkeeping, month-end close activities for the assigned Client companies.
- Support payroll processing and record related entries.
- Retrieve bank statements for month end reconciliations.
- Complete balance sheet accounts reconciliation on a monthly basis.
- Review of GL for errors and anomalies.
- Follow up on collections and perform bill payment.
- Analyze monthly financial statements for discrepancies.
- Assist with preparation of monthly and quarterly financial reporting.
- Prepare workpapers.
- Assist with budgets preparation and report budget vs actual performance variance analysis.
- Assist with preparation of short-term cash flows.
- Assist with various tax related reporting processes and compliance filings.
- Monitor productivity KPIs against established targets.
- Assist with after-sale issues, including onboarding, implementation, collections, etc for the assigned Client accounts.

Requirements:

- Bachelor's degree in Accounting or equivalent.
- Working knowledge of accounting principles and financial statement presentation.
- Familiar and comfortable with both cash and accrual basis accounting
- Well organized with strong attention to detail.

- Strong written and verbal communication skills.
- Ability to operate and thrive in a fast-paced entrepreneurial environment.
- Commitment to client-first thinking and strong client-service orientation.
- Ability to quickly learn new platforms, organize your workflow, create efficiencies, and prioritize work.
- Ability to quickly acquire an in-depth knowledge of wefinx product and services.
- Listen attentively, transmit information accurately and understandably, and actively seek feedback.
- Ability to handle multi-tasking and strong time management.
- Perpetually curious and always learning.
- Adapt to changes in the work environment, manage competing demands and is able to deal with frequent change, delays or unexpected events.
- Demonstrate accuracy and thoroughness and monitors own work to ensure quality.
- Comfortable working in an environment where targets are challenging.

CONTACT

To pursue this opportunity, please submit a cover letter and your CV / resume to: info@wefinx.com. If your profile is shortlisted, one of our associates will reach out to you to schedule an introductory meeting.