

## **Summer Internship Program Overview – Accounting**

**Hours & Pay:** Part-time, estimated 25-30 hours/week during regular office hours. \$20/hour, non-exempt.

**Dates:** May 23 – August 5, 2022

**Location:** Bloomington, IL

**Posted:** October 4, 2021

**Application process:** Submit a cover letter and resume to Heather Atkinson at [atkinsonh@ilsoy.org](mailto:atkinsonh@ilsoy.org) by November 1, 2021.

The Illinois Soybean Association, located in Bloomington, IL, is looking for an Accounting Intern with a basic understanding of GAAP and financial principles to fill an intern position in the summer of 2022.

Under the supervision of our staff, the Accounting Intern can expect to participate in the preparation of journal entries and financial reports, analyze actual financial, and assist with other accounting activities. They should be a motivated team player who can maintain efficiency and accuracy when multitasking.

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

### **Responsibilities**

- Shadow members of the accounting department as they perform their duties
- Assist with research, filing, data entry, and recording and maintaining accurate and complete financial records
- Prepare financial reports, such as balance sheets and income statements, invoices, and other documents
- Work with accounting software
- Handle sensitive or confidential information with honesty and integrity
- Learn how to work as part of the accounting team to compile and analyze data, track information, and support the company or clients
- Take on additional tasks or projects to learn more about accounting and office operations

### **Requirements**

- Working knowledge of Microsoft Office products including Excel, Word, and PowerPoint
- Must be a recent graduate or actively working towards a Bachelor's or Masters in Accounting
- Aptitude for math, proficiency with computers
- Strong verbal and written communication skills
- High level of efficiency, accuracy, and responsibility
- Motivation and a strong desire to take on new challenges and learn as much as possible