

Finance/Accounting Intern



Full time – 6 /12 months – Hollywood, Floride

Description of the company

An Innovative Biotechnology Company is hiring an Accounting Intern to join their team for 6 to 12 months.

Missions:

- * Assisting with the daily accounting of the company clients
- * Support the Senior accountants and or managers on all aspects of clients project (including bookkeeping, cash situation, monthly and quarterly reporting)
- * Book payroll, process month-end closings
- * Ensure that transactions are properly supported and classified in accordance with generally accepted accounting principles

Skills

- A college diploma in Accounting or Finance
- Excellent written and verbal communications skills
- Fluent in English
- Ability to document procedures and follow instructions
- Easy talking and fast learner
- Excellent time management and organizational skills