

Accounting Intern Job Description



Stonebridge Oilfield Services is seeking a motivated accounting intern who is ready to apply knowledge of financial terms and principles to an authentic real-world experience. The intern will assist with a wide range of duties, including analyzing data, preparing financial reports, and learning about varied accounting activities. This is an exciting opportunity for any student pursuing a career in finance and who has interest in the energy industry.

Responsibilities

- Assist with month-end financial reports
- Post journal entries
- Help with accounts receivable, payable, and bank statement reconciliation
- Assist with audits
- Reconcile balance sheet accounts
- Collaborate with the finance team on yearly forecasting efforts
- Manage monthly tracking of physical inventory
- Support the payment processing team
- Perform credit checks
- Assist with data entry

Requirements

- Business, Finance, Economics, or Accounting major
- Proficient in Microsoft Office
- Aptitude for mathematics
- Basic understanding of financial and accounting principles
- Attention to detail
- Ability to multitask
- Excellent verbal and written communication skills

Benefits

- Practical experience with a wide variety of accounting activities
- Shadowing, mentoring, and training opportunities with seasoned professionals

- Opportunity to participate in networking events and company meetings
- Flexible schedule for students
- Compensation available