



Ohio Chamber Health Benefit Program Accounting Intern Program

We are looking for an enthusiastic accounting intern to join the Ohio Chamber Health Benefit Program Team as the Ohio Chamber of Commerce grows its health insurance benefits for its member companies. The accounting intern will benefit professionally by:

- Providing hands on support to a growing program to the Chamber membership
- Developing a foundational understanding of how a health insurance company is run and the key components needed to execute successfully
- Learning health insurance terminology
- Having direct exposure to a variety of industry experts and experiences
- Having direct exposure to the Ohio Department of Insurance and the role it plays for Ohio consumers and the U.S. insurance market as a whole
- Broadening personal and professional networks

ROLE DESCRIPTION

The Accounting Intern's key responsibility will be to practice their knowledge and skills in a professional setting. The duties include supporting CFO with various accounting projects and tasks, as they gain more confidence within their area of study. Interactions with Executive Management and other staff members will further develop the intern candidate in many soft skills beyond their area of study.

This position will have exposure to areas that include: accounting, tax, financial analysis and forecasting

Candidate should be highly efficient, motivated, reliable and display a learning attitude.

Ability to work a part-time schedule during school year and up to a full-time schedule during summer break.

RESPONSIBILITIES

- Assist in the collection, review, preparation and presentation of monthly financial reports and other reports for a variety of stakeholders
- Undertake balance sheet and income statement reconciliations
- Cross-checking financial statements and data for accuracy
- Assist in research and analyzing financial data
- Assist with performing research on technical accounting matters, as they may arise
- Support the audit and report compilation of financial statements for external auditors
- Ensure completion of assigned tasks per established timelines
- Other duties as assigned

SKILLS AND QUALIFICATIONS

- A recent graduate or in the process of completing a degree in accounting
- Demonstrated integrity, values, principles, and work ethic
- Good written and verbal communication and interpersonal skills
- Strong organization and time management skills
- Ability to work independently and collaboratively
- Ability to analyze and problem solve
- Understanding of accounting concepts with a strong desire to learn how they are applied
- Command of Microsoft Office Suite (Word, Excel, PowerPoint, etc.)

<https://ohiochamber.com/health-benefit-program/>

CONTACT INFORMATION

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