



## **ACCOUNTING ASSISTANT - INTERN**

**Status:** Paid (\$15/hr), Part-time (around 20-25 hours per week)

**Location:** Downtown Columbus (in-person position)

**Reports To:** Natalie Stefan – Senior Accountant

### **Responsibilities Will Include:**

- Accounts Payable
  - Receive and organize vendor invoices, expense reports and other payables
  - Obtain proper approvals and documentation for payables
  - Accounting system input with general ledger coding, invoice date and due date
  - Organize and file accounts payable invoices in accounting system
  - Obtain W-9s for vendors and prepare 1099 issuance for annual filing
- Accounts Receivable
  - Receive incoming checks, ACH and lockbox payments for membership, sponsorship and other receivables
  - Post receivables to the appropriate customer/member account
  - Prepare checks for bank deposits
  - Assist with preparation of Sales Reports
- Other Projects
  - May include Excel spreadsheets, account reconciliations, financial analysis, filing, organizing and accounting system projects as needed

### **Required Qualifications and Skills:**

- Must be currently enrolled in a college or university program studying Accounting or Finance
- Working knowledge of Excel spreadsheets
- Strong written and verbal communication skills
- Attention to detail
- Accounting system experience and/or Accounts Payable/Receivable experience a plus

### **Work Environment:**

- All duties will be performed in and from the Ohio Chamber's office during regular business hours; hours will be flexible to your schedule.