



Job Title: Accounting Internship

Job Level: Entry level

Pay: \$500 Stipend

College Credit Available: Yes

Hours: Part-time, Flexible, 10 hours/week minimum

Location: Remote

Skills & Experience Required: Some bookkeeping experience required

Job Description: The Accounting Internship is an exciting opportunity to gain real-world experience in accounting within an established consulting business. The Accounting Intern is responsible for assisting with the accounting, bookkeeping and recordkeeping of Dire Wolf Consulting, LLC, as well as for our accounting clients. The Accounting Intern responsibilities include assisting in financial information and database management, preparation and analyzation of financial statements, budget and contract management, setting of financial goals and priorities, and other accounting-related duties. The Accounting Intern is also responsible for assisting in providing consultations to clients in the aforementioned areas. The Accounting Intern shall continue to improve all accounting processes and functions under the supervision of the President.

Job Duties:

- Provide advice and consultation to accounting clients
- Manage accounting software and set up charts of accounts
- Record historical financial data
- Prepare financial statements
- Assist in processing payroll and managing benefits
- Assist in managing accounts payable and accounts receivable
- Pay taxes
- Develop cost analyses
- Collaborate with Grant & Proposal Writing Intern to prepare financial data
- R&D cost tracking

Qualifications:

- Accounting, bookkeeping, or financial management experience
- Bachelor's degree in Accounting or a related business field (students currently pursuing their degree are encouraged to apply)
- Major course work in finance, accounting, information management or experience and competency in the aforementioned areas
- Experience in QuickBooks or other accounting software
- Ability to manage multiple projects and meet deadlines with minimal oversight
- Must have a computer, phone, and access to a secure and steady internet connection

Preferred Experience:

- Proficient in Google Workspace and/or Microsoft Office 365

To Apply: Please visit our website at <https://www.direwolfconsulting.com/join-our-team/> and upload your resume. You may also email your resume to info@direwolfconsulting.com



Dire Wolf Consulting, LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Dire Wolf Consulting, LLC is committed to building a culturally diverse team and encourages all candidates to apply.