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Accounting Intern

VC3, an innovative IT services solution provider headquartered in Columbia, SC, is seeking to fill an **Accounting Intern** position in our **Columbia, SC** office. This opportunity will provide experience with accounting duties in Accounts Payable, Accounts Receivable and Fixed Assets. They will also manage and track our physical inventory.

Here's what you will be responsible for:

- Manage Accounts Receivable subsidiary ledger including necessary collection efforts
- Record daily deposits of cash receipts to the accounting system's check register
- Validate A/P and A/R entries into Great Plains' general and subsidiary ledgers
- Receive, Tag and Track physical inventory as well as conduct physical audit activities
- Assist as needed with regular month-end close procedures
- Perform ad hoc assignments as requested by the Controller and management team

Here is what we need from you:

- Associate's Degree or Bachelor's Degree preferred (Either in process or complete) (Accounting or related field preferred)
- Understanding of Generally Accepted Accounting Principles (GAAP)
- Proficient in MS Excel
- Must be an organized, detail oriented professional individual with good interpersonal skills and that enjoys a challenging environment
- Can multi-task; must be able to maintain composure under pressure and demonstrate versatility in dealing with people as well as with data
- Desire to learn and make a difference!

And, here is some additional info you will want to know:

- Work Schedule would be 10-15 hours a week, Monday through Friday
- This position reports into our Columbia, SC office
- Applicant selected will be subject to a criminal, credit, and department of motor vehicles background checks

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VC3, Inc.

Job Location

1301 Gervais Street, 29201,
Columbia, SC

Date posted

December 20, 2021