

Trainee/Internship Program Offer

(10819) AP Accounting Program – New York, NY



Program Duration: 12–18 months

Compensation: \$15.00 per hour

Hours: 32-40 hours per week

Housing: Not Provided

Number of Position Offered: 1

Host Company Description:

Based in NYC, this exclusive marketer and distributor of high-end perfumes and cosmetics works with a number of prestigious brands in this thriving niche market. Focusing on transparency, recognition, accountability, and communication, the host has become of the industry's top firms. The brands they work with have been featured in top media outlets, such as Vogue, Women's Health, The New York Times Style Magazine.

Program Description:

In this position, you will provide financial support to complete payments and control expenses, undertake strategic analysis, assisting with review of account statements, posting transactions, and reconciling accounts.

Responsibilities will include:

- Review recurring and one-time expenses
- Review and approve invoices
- Ensure vendor documentation is complete and prepare lien waivers and other forms as needed
- Manage and reconcile multiple credit card accounts
- Assist with audits as needed

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **Finance / Accounting** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **Finance / Accounting** degrees and have at least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years in this field
- Applicant must speak advanced English, with a strong understanding of English accounting terminology.
- Strong skills of financial analysis
- Experienced with Microsoft Excel and other accounting software
- Strong knowledge of generally accepted accounting principles
- Applicant must be professional and confidential at all times

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title