



Council for Educational Travel USA

## Trainee/Internship Program Offer

**(11148) Accounting Program – Whitestone, NY**



**Program Duration:** 12–18 months

**Compensation:** \$22.00–\$28.00 per hour

**Hours:** 32–40 hours per week

**Housing:** Not Provided

### **Host Company Description:**

The host company is a long-established full-service firm specializing in residential, commercial, condo, and co-op management, known for its hands-on approach, transparent communication, and decades of real estate experience. Whitestone, New York is a quiet, waterfront neighborhood in northern Queens known for its suburban feel and scenic views of the East River. The town is just a short ferry, bus, or train ride from New York City!

### **Program Description:**

- Manage and process accounts receivable transactions using Quickbooks, AppFolio, etc.
- Reconcile customer accounts regularly to identify discrepancies and resolve billing issues
- Perform detailed account analysis and prepare journal entries
- Conduct collections activities
- Maintain accurate data entry of invoices, payments, credit memos, and adjustments
- Assist in audits, support month-end closing processes, and collaborate with internal departments

### **Applicant Qualifications:**

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **Business/Accounting** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **Business/Accounting** field acquired outside the United States OR 5+ years of experience in this field.
- Strong understanding of financial concepts, excellent analysis & negotiation skills, data entry accuracy, and familiarity with GAAP standards are preferable
- **Proficiency with Quickbooks or AppFolio is required**

### **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