



Council for Educational Travel USA

Trainee/Internship Program Offer

(2020) Accounting Program – New York, NY



Program Duration: 12 – 18 months

Compensation: \$17.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

The host company is a family-owned, children's furniture manufacturer and distributor located in New York City. It sells its products at major retailers like Walmart, Target, and Amazon, or at small, local shops. They donate ten percent of all profits towards improving the lives of underprivileged children by giving back to the communities that need help the most.

Position Description:

- Receive and record the receipt of invoices, and processing of invoices
- Request receipt of statements from invoicing contractors or businesses
- Processing payment runs, and matching/filing invoices and receipts
- Reconciling business accounts
- Answering queries from suppliers, contractors, and other business departments
- Distribute invoice copies to finance staff and other relevant departments

Applicant Qualifications:

- To apply for the **Internship** program, you must be an undergraduate student of **accounting** OR a recent graduate starting the program within 12 months of graduation.
- To apply for the **Trainee** program, applicants must hold **accounting** degrees and have at least 1 year of professional work experience related to the degree, OR be career professionals with 5 or more years of professional experience in this field
- **Advanced English is required** with strong communication skills

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