



Council for Educational Travel USA

Trainee/Internship Program Offer

(20040) Accounts Receivable Program – New York, NY



Training Duration: 12-18 months

Compensation: \$17.00 per hour

Housing: none provided

Host Company Description:

The host company is a wholesale fashion clothing company specializing in sleepwear, intimate apparel, and socks. The company develops, manufactures, markets, and distributes licensed, private-label, and branded clothing and accessories. Its services include product design, sourcing, manufacturing, branding, and retail distribution.

Position Description:

- Monitor open/unpaid invoices
- Prepare statements to email to clients
- Reconcile bank statements
- Track employee benefits

Applicant Qualifications:

- To apply for an **internship** program, you must be an undergraduate **accounting** major studies student OR a recent graduate starting the program within 12 months of graduation.
- 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 **accounting** field acquired outside the United States OR 5+ years of experience in this field.
- Fluent in English (reading, writing and speaking skills)
- Must have prior experience with Quickbooks

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