



Accounting/Business Intern

Just for Kids, a leader in the child care field, has an opportunity for a part-time (10-15 hours per week) unpaid Accounting intern for the fall with our headquarters in Williamsville, NY. Our internship program will offer hands-on experience in a fast paced, exciting environment that will also offer course credit. Our Corporate team will provide an enriched internship experience in accounting and business assisting with accounting, client management systems, New York State child care compliance efforts and licensing requirements, processing new enrollments in our programs, clerical duties, processing credit card payments, assisting with overdue accounts, organizing documentation for clients. We prefer interns who would be available for a minimum of 10-15 hours a week.

Requirements:

- Accounting or Business students.
- The ability to effectively balance multiple projects and meet tight deadlines
- Strong communication skills and computer proficiency in Microsoft Office Suite, and Quickbooks preferred.
- The ability to work well independently and as a part of a team.
- The ability to follow direction, contribute openly, and have a flexible, proactive, can-do attitude.

We are happy to provide whatever is needed for course credit.

Please forward your resume with a letter detailing your days and hours of availability and reasons for interest in the internship position to Jill Verdow: JillVerdow@synergyspot.net

Just for Kids
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www.justforkidsonline.org