



INTELLECTUAL PROPERTY LAW

Title: Accounting Intern

Volpe and Koenig, P.C. is seeking an Accounting Intern that is able to work throughout the year for approximately 15-20 hours a week, and is currently enrolled in an accredited Bachelor Degree program.

Responsibilities:

- Review and update Statements of Account for the firm's vendors and clients
- Invoice processing and data entry into industry specific accounting software
- File emails and billing statements into our database management software
- Review monthly billing statements to ensure it is processed accurately and timely
- Aid in general tasks related to billing, finance and general accounting
- Scan physical copies of documents into our database management software
- Work on ad hoc reports and projects as needed

Desired Skills and Experience:

- Enrollment in a Bachelor's degree program required, special consideration for applicants studying accounting or business administration
- Microsoft Office Suite experience (Word, Excel, PowerPoint) is required
- Excellent written and verbal communication skills
- Time management skills to work on multiple assignments with changing deadlines
- Strong work ethic, with attention to detail and organization
- High level of professionalism

Benefits:

- Work in a department headed by a licensed CPA
- Work alongside a Staff Accountant Mentor
- Enjoy a friendly, flexible work atmosphere
- Network to expand potential for future opportunities

For immediate consideration, send resume and salary requirements to: careers@vklaw.com, Volpe and Koenig, P.C., is an Equal Opportunity Employer.