

# InnSuites Hospitality Trust

Job Description: Paid (\$10/hr) Accounting Internship

The Accounting Intern will directly assist the Accounting Department with a wide range of projects related to general ledger fixed assets, account reconciliation, payroll and accounts payable.

This internship is designed to be both educational and practical. In this position, the intern will learn how to take skills she or he may have acquired in school related to his or her particular areas of interest, and apply them in a professional setting. He or she will gain a better understanding of the role of an Accounting Department within diverse organization and be better prepared to work in the arena of accounting. The candidate will also have opportunities to network with other InnSuites Hospitality Trust resources and learn more about the Hospitality business.

The Accounting Intern will learn the practical application of:

- How to enter Journal Entries into our SAGE MAS 200 system reviewing the coding of the transaction for reasonableness.
- Learning Fixed Asset systems and assisting with depreciation calculations, as needed
- Learn more about the public company filing processes
- Help develop key accounting schedules for certain portions of an upcoming 10-Q filing with the NYSE Mkt and Securities and Exchange Commission (SEC)
- Complete miscellaneous, special projects of the Accounting department as needed

Qualifications:

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in Accounting.
- Able to prioritize tasks and handle numerous assignments simultaneously
- Proficient in Microsoft Office and internet applications.