



JOB DESCRIPTION: ACCOUNTING INTERN

Learn and help with commission systems, payroll, and routine accounting; will work with owners, employees, and brokers. Flexible hours. Immediate availability.

EXPERIENCE: Microsoft Office product knowledge, particularly Excel, is desired and a willingness to learn and work with QuickBooks and Intuit.

WAGE/SALARY: \$12-\$15/hour ... Based on experience

We are located on the southwest corner of Pinnacle Peak and Pima in north Scottsdale.

If you are interested in applying for this position please email your unofficial transcript (from <https://my.maricopa.edu/>), resume and cover letter to Cindy Gemberling at cynthia.gemberling@scottsdalecc.edu. For questions please call (480) 423-6384.