Alpine Outpost: Remote Accounting Internship

The Position:
Alpine Outpost is offering a paid student internship during summer and potentially continuing on a part-time basis through the academic year. The internship program will provide the student with relevant skills in a variety of accounting functions via on-the-job training. This is a remote internship position, allowing students to contribute to a great company, and gain valuable work experience from campus.

RESPONSIBILITIES:
- Reconciling general ledger accounts
- Roll forward analysis of balance sheet accounts
- Monthly financial statement review and analysis
- Complete general accounting month-end closing procedures
- Provide clerical support for Sales Tax reporting
- Complete special projects as needed and other duties assigned

REQUIREMENTS:
- Must be actively enrolled in an undergraduate program at an accredited local University, with a major in Accounting. Junior or Senior with current GPA of 3.0 or above.
- Strong technical and organizational skills in addition to excellent written and verbal communication skills, in a professional environment.
- A high level of integrity, accuracy, dependability, enthusiasm, and confidentiality.
- Proficient in Microsoft Office applications (Excel, Word, and PowerPoint).

TIME COMMITMENT:
- Position required need 6 to 12 hours a week, and in the summer 20 hours a week and up depending on performance
- Possibility of Full-time during Summer Quarter

BENEFITS:
- Engage in employee events
- Build resume and explore career options
- Apply skills and knowledge to the workplace
- Academic credit will be available to qualifying students who receive approval of their university
- Flexible scheduling to allow for finals and changes in class schedule
- Upon successful completion of internship, will be provided with letter of recommendation
RATE of PAY:
• $12.00 per hour

TO APPLY:
Email cover letter and resume to Ren Williams at bluemountainoutpost@gmail.com. Reference “Accounting Internship” in the subject. Please note in your cover letter if you are Work-Study eligible.

Alpine Outpost is an Equal Opportunity Employer