Walla Walla University Flight Center

Accounting Intern

ORGANIZATION DESCRIPTION:
The Department of Technology at Walla Walla University offers bachelor degrees in Aviation Technology, Aviation Management, an associate’s degree in Aviation Technology, and a minor in Aviation.

POSITION DESCRIPTION:
The Flight Center at Walla Walla University is seeking a student intern to support all accounting functions while maintaining accuracy and professionalism. The Accounting Intern will prepare weekly, monthly, subsidy, and VA financial reports. They will also reconcile student aviation accounts and assist with special projects. This is a paid internship opportunity.

RESPONSIBILITIES:
• Reconcile student aviation accounts
• Check for invoicing errors
• Generate weekly and monthly financial reports
• Generate subsidy and VA financial reports
• Complete special projects as needed and other duties as assigned

REQUIREMENTS:
• Must be actively pursuing a major emphasis in Accounting.
• Junior or Senior level, 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).
• Must be authorized to work in the U.S. without Visa sponsorship.
• Must be available to work up to 6 hours per week during academic year

BENEFITS:
• 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
TO APPLY:
Please submit resume and cover letter to Philip Glendrange, Operations Manager at Philip.Glendrange@wallawalla.edu. Include class schedule for desired quarter of internship. Additionally, please note in your cover letter if you are work study eligible.

Walla Walla University is an equal opportunity employer.