

October 24, 2017



Enterprise Holdings - Wayne, PA

2018 Spring Accounting Intern

Job ID: 220375

Location: Philadelphia - PA - US

Description:

Equal Opportunity Employer/Disability/Veterans

Gain real-world business, accounting, and financial training that will teach you all aspects of financial management pertaining to running a successful business. Our Accounting Intern position will introduce you to our Business Management Training program which fully prepares you to become a Business Manager of your own financial operation.

A key partner in our organization, the Business Manager oversees all aspects of financial management and provides balance to the partnership formed with the marketing and operational pieces of our business. You'll enjoy performance-based promotions and big earning potential as you climb the management ladder. Plus you'll work with fun people at a \$20 billion industry leader that supports you every step of the way.

We are currently hiring in the Philadelphia Region for our Spring Accounting Internship Program. This internship consists of working 20-25 hours per week and the hourly rate is \$15/hour.

Responsibilities:

Starting as an Accounting Intern, you will be exposed to basic accounting procedures and principles ranging from accounts payable and receivable systems to financial statement, preparation, and analysis. Duties include but are not limited to:

- Assist in preparing financial statement & analysis
- Work closely with rental branches and other departments
- Assist accounting managers with reports, etc.
- Involved with A/P & A/R functions; cash receipts & petty cash
- Assist in accounting schedules & filing
- Perform miscellaneous administrative duties as needed

We are looking for current College\University students who are Graduating in May 2018 for our Spring Accounting Internship Program.

Approved For Posting
Office of Student Life

Qualifications:

- Must be at least 18 years old.
- Must be a current Senior enrolled in a college/university obtaining a bachelors degree in Accounting graduating by May 2018.
- Must have a minimum of 3 months of work experience in accounting, accounts payable/receivable or bookkeeping OR must have a minimum of 3 months of work experience in a face to face customer service role.
- Must have basic proficiency with Microsoft Excel and Word.
- Must be willing to accept the starting pay of \$15.00/hour.
- Must be able to start by January 2nd, 2018.
- Must be able to work 25 hours per week throughout the 12 week spring internship program.
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
- Must have a valid unrestricted driver's license.
- Must have satisfactory background check inclusive of driving (no more than 2 moving violations and/or at fault accidents in the past 3 years, and no drug or alcohol related conviction on driving record in the last 3 years) criminal, employment reference, education and social security. A conviction will not necessarily disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered. Applicants will not be asked about their criminal record and no criminal background checks will be conducted unless and until a conditional offer of employment has been extended.
- Must be flexible to work at our Group Headquarters located in Wayne, PA.

Apply at: <https://careers.enterprise.com/job/-/430/5675818?mode=job&iis=Indeed&iisn=Indeed.com>