



We are seeking an enthusiastic and dedicated UNTD Fall Intern who would like to expand their college experience by working (15 to 19 hours per week) with Beacon Hill, [www.beaconhillprep.org](http://www.beaconhillprep.org), a non-profit organization committed to improving academic outcomes for children.

### **Accounting Fall Intern**

Beacon Hill is looking for one organized, responsible, personable, flexible and dedicated applicant to support the Accounting Department in the following areas:

- Assist with Monthly rotational Assignment of Accounts Receivable, Accounts Payable, Auditing, Inventory and Corporate Reporting Functions.
- Assist with the data input and filings
- Work on special projects as assigned
- Use online tools to optimize Accounting program including but not limited to QuickBooks, Active and Microsoft Packages.

The ideal candidate will be a Junior or Senior at UNTD.

This position works on-site at the Beacon Hill Corporate Office in Dallas, TX, 75215.

**Knowledge in:** Accounting principles and QuickBooks

**Time Period:** September 4<sup>th</sup> – December 13<sup>th</sup>, 2024

**Days per week:** Monday – Thursday

**Hours of operation:** 8:30am - 4:30pm

**Hours per week:** 15 - 19 hours

**Pay Rate:** Eligible for UNTD Internship Stipend

**Application Process:** All applicants are to apply to Christie Jones, Human Resources Associate, at [cjones@beaconhillprep.org](mailto:cjones@beaconhillprep.org) and submit their cover letter and resume. In the email subject write "Fall 2024 Accounting Internship".