

Position Description

Position #: 06
Title: Accounting Internship – DCR Water Supply Protection Program
Location: Belchertown, MA - Remotely
Duration: September 20 – December 3, 2021

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Brief Description of Internship Position:

This internship will provide an opportunity to learn to maintain accounting records, examine accounting data, prepare financial reports, gain an introductory understanding to government accounting, and perform related work as required.

Description of Duties and Responsibilities:

- Reconcile financial documents, records, transactions and statements
- Obtain statistical data
- Resolve accounting discrepancies
- Other general office functions as needed.

Preferred Knowledge and Skills:

- Attention to detail
- Strong communication skills
- Knowledge of Microsoft Office - Excel

Hours per week:

- 20 hours/week

Other relevant information:

This position provides an excellent opportunity for an individual looking to increase their accounting knowledge and experience in a governmental office setting. It will provide training in basic office skills to more complex analytical and reporting functions.