

**Position Title:** Finance and Accounting Intern  
**Reports to:** Manager of Accounting  
**Location:** Arlington, VA  
**Date Prepared:**

### **Internship Description**

- Air Conditioning Contractors of America is seeking a motivated finance and accounting intern who is ready to apply knowledge of accounting and financial terms and principles. This is a non -Paid position. Responsibilities include the accurate and timely preparation and analyses of all facets of financial operations of the company, including cash management, accounts receivable, accounts payable and all other fiscally related duties. The Intern's responsibilities will also include working with HR handling employee relations, benefits, and payroll and may perform other administrative duties as required.
  - You gain practical experience with a wide variety of accounting activities shadowing, mentoring, and training opportunities with seasoned professionals
  - Opportunity to participate in networking events and company meetings
  - Flexible schedule for students
  - This internship is unpaid, but eligible for academic or course credit if approved by your educational institution.

### **About ACCA**

The Air Conditioning Contractors of America (ACCA) is a non-profit national association whose membership includes more than 60,000 professionals and 4,000 businesses in the indoor environment and energy services community. Our roots stretch back to the early part of the 20th century, and the organization was incorporated in its present form over 40 years ago.

We are the industry's voice advancing the HVACR contracting industry and promoting professional contracting, energy efficiency, and healthy, comfortable indoor environments.

The HVACR industry employs over two million heating, ventilation, air conditioning and refrigeration professionals, including contractors, distributors, engineers, and manufacturers, and is responsible for manufacturing, distributing, and installing the products that consume nearly half of the energy produced in the United States.

### **Job Duties and Responsibilities:**

- Responsible for all aspects of accounting (accounts payable, accounts receivables, billing, general ledger entries, credit card processing, cash applications, collections and payroll)
- Responsible for delivering timely and accurate financial processing, assisting with month-end close, cash management reports and other reconciliations
- Process, review and maintain all lockboxes, remote checks and other receivables

- Prepare State Sales and Use Taxes and Royalty payments due quarterly, semi-annually or annually
- Process payroll using payroll service, maintain payroll records, time off accruals.
- Create and maintain vendor files and records for ACCA, ACCA-EI and ie3Media
- Research and review payment inquiries for employees and vendors
- Process employee direct deposit via EFT and ACC processing
- Responsible for reporting of 401K, 5500, and Workman's Comp Audit
- Maintain and monitor W9 and 1099' reporting
- Perform other job-related duties and special projects as assigned by management

### **Requirements**

- Business, Finance, Economics, or Accounting major
- Proficient in Microsoft Office
- Aptitude for mathematics
- Basic understanding of financial and accounting principles
- Attention to detail
- Ability to multitask
- Excellent verbal and written communication skills

### **Contact:**

Send resume and brief cover letter detailing your qualifications and availability to Deborah.sutherland@acca.org with the **subject line** of Finance and Accounting Intern and your last name.

### **Program schedule:**

ACCA runs a year-round Finance and Accounting internship program. If you are unable to join us for the sessions below, we welcome you proposing another period:

- Spring internship will run from January to May.
- Summer internship will run from June to August.
- Fall internship will run from September to December.

*ACCA is an equal opportunity employer and will not discriminate because of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status.*