



## POSITION DESCRIPTION

<b>Position:</b>	<b>Accounting Intern</b>
<b>Department:</b>	<b>Accounting</b>
<b>Location:</b>	<b>Washington, DC</b>
<b>Reports to:</b>	<b>Assistant Controller</b>

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### Summary:

BSA | The Software Alliance is the leading advocate for the global software industry before governments and in the international marketplace. Its members are among the world's most innovative companies, creating software solutions that spark the economy and improve modern life. With headquarters in Washington, DC and operations in more than 60 countries, BSA pioneers compliance programs that promote legal software use and advocates for public policies that foster technology innovation and drive growth in the digital economy.

The Accounting Intern assists the accounting department in general accounting duties which involve BSA's worldwide operations. This includes use of the financial systems in the accumulation, consolidation, reporting, analysis and reconciliation of accounting transactions. The Accounting Intern will learn to handle accounts payable and revenue transactions in a variety of foreign currencies, general ledger account research, internal audit activities, payroll and cash reconciliations monthly and annual financial reporting. The Accounting Intern will also assist with internal audit testing and ad hoc accounting projects and other duties and tasks as directed.

Candidates must be able to work twenty (20) hours per week during the school terms and summer and year-end holiday break, and will require a flexible, coordinated schedule. There may be an opportunity, from time-to-time, to work additional hours up to forty (40) hours per week during the summer and year-end holiday break.

### Professional Experience and Qualifications:

- Currently enrolled in graduate level Master of Accounting program
- Anticipated graduation date of May 2019 preferred
- Possess knowledge of accounting concepts and practical application
- Must possess good communication skills.
- Must be computer literate in accounting and business software, e.g. Word, Excel, and Adobe Acrobat
- Must be attentive to accuracy, details and deadlines
- Must work well in a team environment
- Must be able to work a minimum of 20 hours per week during semesters

**Key Responsibilities:**

- Revenue and expense accounting
- Accounts payable processing
- General Ledger, cash and payroll reconciliations
- Month end accruals and journal entry preparation and processing
- Review of data entry transactions prior to posting
- Accounting transactions research
- Use of the financial accounting and reporting systems
- Assist with special projects, as requested

**How to Respond**

To apply for this position, please submit your resume to [careers-americas@bsa.org](mailto:careers-americas@bsa.org). Include the position title and location in your Subject Line.

BSA is an Equal Opportunity Employer and values diversity. We embrace and reflect diversity in our staff and seek skilled individuals who are motivated and passionate about the industry, our work and expansive community.

Thank you for your interest in career opportunities at BSA | The Software Alliance!

Posting Date: April 18, 2018