

Paid internship NOW with the potential to be hired full-time after graduation!

Apply Now!

Accounting Intern

Gulf Coast Building Products is Hiring!



Accounting Intern

Fall 2026: 20 hours/week
Spring 2027: 20 hours/week

Gulf Coast Building Products has served contractors and builders throughout the Gulf Coast for decades and is currently seeking an Accounting Intern to join our growing team through the **UWF Talent Catalyst Program**.

Gulf Coast Building Products is seeking an Accounting Intern to support financial operations, gain hands-on corporate accounting experience, and receive valuable coaching and mentoring to develop professional skills and prepare for a successful career in accounting and finance.

This position will give you the opportunity to develop and apply real-world accounting skills while attaining your UWF degree.

Apply today using the QR code or visit:
uwf.edu/WorkforceDevelopment

The UWF Talent Catalyst program combines work experience, classes, mentoring, and essential professional soft skills development.

Email: workforcedevelopment@uwf.edu



UWF Talent Catalyst
UNIVERSITY OF WEST FLORIDA



Accounting Intern Job Description

Company: Gulf Coast Building Products

Location: Pensacola, FL

Hours: Part-time, 20 hours/week

Term: Fall 2026 and Spring 2027

Ideal Candidate

The successful candidate will be a reliable, organized, and proactive accounting professional who takes pride in maintaining accurate financial records. This individual will be comfortable working with minimal supervision, have a strong working knowledge of QuickBooks, and be eager to take ownership of daily accounting responsibilities while supporting the broader needs of the accounting team.

Responsibilities

- Manage the full accounts payable process, including receiving, reviewing, coding, and processing vendor invoices
- Verify invoices against purchase orders, receiving documents, and other supporting documentation
- Prepare and process vendor payments in accordance with established payment schedules
- Maintain accurate vendor records and resolve invoice discrepancies
- Perform bank and credit card reconciliations
- Assist with general ledger maintenance and journal entries
- Support month-end and year-end closing activities
- Prepare accounting reports and supporting schedules
- Assist with accounts receivable functions, including customer invoicing, cash receipts, and account reconciliations, as needed
- Maintain accurate accounting records and expense documentation
- Assist with inventory-related accounting and recordkeeping

Qualifications

- Currently pursuing a degree in Accounting, Finance, or any other related business field.
- Strong proficiency in QuickBooks is required
- Solid understanding of accounting principles and general ledger accounting
- Experience with account reconciliations and month-end close
- Strong attention to detail and accuracy
- Excellent organizational and time-management skills
- Ability to manage multiple priorities and meet deadlines
- Strong written and verbal communication skills
- Proficiency in Microsoft Office, particularly Excel
- Ability to work independently and collaboratively
- Experience in manufacturing, warehousing, distribution, or inventory-based businesses is preferred

Benefits

- Gain hands-on accounting experience.
- Learn financial reporting and accounting processes.
- Build advanced Excel and analytical skills.
- Work alongside experienced accounting professionals.
- Develop business and professional communication skills.
- Networking and mentoring opportunities.