

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

Apply Now!

Accounting Internship

Levin Rinke is Hiring!



LEVIN RINKE
REALTY



Accounting Intern

Fall 2026: 10-20 hours/week

Spring 2027: 10-20 hours/week

Levin Rinke Realty is seeking a motivated and detail-oriented Accounting Intern to join their growing team through the **UWF Talent Catalyst Program**.

This paid internship is designed for an accounting or business major seeking practical, hands-on experience in real estate accounting processes.

The intern will work alongside accounting professionals while learning the financial operations of a leading real estate brokerage. The position will also provide backup support for accounting department personnel and offers an excellent opportunity for permanent placement following graduation.

Apply today using the QR Code or visit our website:
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

Responsibilities

- Assist with processing real estate commission payments and related accounting functions.
- Learn and support the brokerage's commission accounting and closing processes.
- Process accounts payable invoices and ensure proper coding and documentation.
- Process accounts receivable invoices and assist with collections as needed.
- Assist with accounting related to real estate transactions and closing activities.
- Reconcile financial information and maintain accurate accounting records.
- Prepare and organize financial documents for audits and month-end close.
- Assist with data entry and maintaining accounting files in accordance with company policies.
- Learn brokerage compliance requirements related to financial transactions.
- Cross-train in various accounting functions to provide backup support for department personnel.
- Support special projects and other accounting or administrative duties as assigned.

Qualifications

- Currently pursuing a Bachelor's degree in Accounting, Finance, Business Administration, or a related field. Working knowledge of Microsoft Excel, Word, and Outlook.
- Ability to quickly learn accounting software and new technology platforms.
- Strong attention to detail with excellent organizational skills.
- Analytical mindset with the ability to solve problems and work independently.
- Strong written and verbal communication skills.
- Ability to handle confidential financial information with professionalism and discretion.
- Positive attitude, willingness to learn, and strong work ethic.
- Ability to prioritize multiple tasks and meet deadlines in a fast-paced environment.

Benefits

- Hands-on experience with real estate accounting.
- Experience with commission processing and real estate compliance.
- Exposure to accounts payable and accounts receivable.
- Experience with accounting for real estate transactions.
- Professional experience working alongside accounting professionals.
- Opportunities to develop accounting and business skills.
- Potential opportunity for full-time employment after graduation.