

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

Apply Now! Paid Accounting Internship

Catalyst HRE is Hiring!



Accounting Intern

Spring 2026: 25-30 hours/week
Summer 2026: 40 hours/week

Catalyst Healthcare Real Estate is seeking a motivated and detail-oriented Accounting Intern with a strong interest in real estate accounting and financial operations. This role supports both accounts payable and accounts receivable functions, including invoice processing, vendor and tenant communication, and data entry in Yardi accounting software.

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

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

Amplified by Landrum

Accounting Intern Job Description

Catalyst
healthcare real estate

Responsibilities/Duties

- **Accounts Payable:**
 - Monitors A/P Inbox, Dev Inbox, Billing Inbox, and distribute invoices as needed
 - Vendor correspondence – retrieving missing invoices, vendor card updates, acquiring updated W-9s, payment status updates, etc.
 - Enters A/P invoices in Yardi accounting software as requested
 - Vendor maintenance – enters new vendors, uploads COIs to current vendors
 - Monitors Vendors Setup Inbox
- **Accounts Receivable:**
 - Monitors Rent Inbox
 - Tenant correspondence – payment status updates, application of credits on account, etc.
 - Checks all bank accounts daily and enters receipts in Yardi accounting software (ACH payments, checks, etc.)
 - Monitors and manages A/R in Yardi accounting software – follows up with tenants on payment status, applying prepaids, etc.
- **Other:**
 - Assists with pulling monthly bank statements from bank portals
 - Other duties as assigned

Job Requirements

- Current UWF student pursuing a degree in Accounting, Finance, Business, or a related field
- Proficient with MS Office, QuickBooks, and computer operation
- Knowledge of accounting principles and general office practices

Skills, Knowledge and Personal Characteristics:

- Good communication, organizational, and time management skills
- Ability to troubleshoot with ability to make required repairs
- Attention to detail
- Customer service experience
- Ability to work under pressure, assert oneself, and work with staff in solving problems
- Self-motivated and self-directed

The qualification requirements, physical demands and work environmental characteristics described in this job description are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. This job description in no way states or implies that the essential duties described are the only responsibilities. The employee is required to follow any other instruction and to perform any other duties at the request of the supervisor or other management personnel.