

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

Apply Now!

Accounting Intern

Engineered Cooling Services is Hiring!



Accounting Intern

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

Engineered Cooling Services (ECS), the Southeast's leading commercial HVAC service company, is currently seeking an Accounting Intern to join our growing team through the **UWF Talent Catalyst Program**.

ECS 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: Engineered Cooling Services (ECS)

Location: Pensacola, FL

Hours: Part-time 20 hours/week

Term: Fall 2026 and Spring 2027

Position Overview

The Accounting Intern will support the Accounting & Finance team by assisting with daily financial operations, reporting, and accounting processes. This internship provides hands-on experience with corporate accounting, financial reporting, project accounting, and ERP systems while working alongside experienced accounting professionals. The intern will gain practical exposure to accounting principles, financial analysis, and process improvement initiatives within a growing commercial HVAC organization.

Essential Duties & Responsibilities

- Assist with month-end close activities and financial reporting.
- Prepare account reconciliations and supporting schedules.
- Enter and review journal entries under supervision.
- Process vendor invoices and assist with accounts payable activities.
- Support customer invoicing and accounts receivable processes.
- Assist with bank and credit card reconciliations.
- Analyze financial data using Microsoft Excel.
- Assist with fixed asset tracking and depreciation schedules.
- Organize accounting documentation to support audits and compliance activities.
- Perform data entry while maintaining a high level of accuracy.
- Research accounting questions and assist with special projects.

Qualifications

- Currently pursuing a bachelor's or master's degree at UWF in Accounting, Finance or a related field of study.
- Proficiency in Microsoft Excel, including formulas, pivot tables, sorting, and filtering.
- Familiarity with Microsoft Office Suite.
- Strong analytical thinking and problem-solving skills.
- Excellent attention to detail and organizational skills.
- Interest in ERP systems, financial reporting, and accounting process improvement is a plus.
- Ability to learn new accounting software quickly, including Microsoft Dynamics GP and Wennsoft.