

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

Apply Now Paid Part-Time Position



Entry-Level Accountant

Summer 2025: 20 hours/week
Fall 2025: 12-20 hours/week
Paid: \$16.50/hour

Apply using the QR Code today for this hands-on paid work experience.

Are you passionate about:

- Providing friendly, timely support to academic and budget teams?
- Helping prepare, communicate and execute the university's annual operating budget?
- Supporting executive leadership in achieving their academic mission?

If so, apply now for the Entry-Level Accountant position with UWF's Academic Affairs Office of Budget and Operations Support.

Seeking full-time UWF students, preferably studying accounting or finance. These positions have the potential to convert to full-time positions after graduation.

Gain real-world experience.
Make a meaningful impact.



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



Entry-Level Accountant, Academic Affairs Office of Budget and Operations Support

Who We Are: The Academic Affairs Office of Budget and Operational Support is committed to providing friendly and timely assistance and guidance to academic divisional administrative and budget managers, to prepare communicate and execute the annual operating budget, and to assist executive management in attaining their respective missions by creating and disseminating quality information for planning, budgeting, management, and accountability.

To facilitate the budgeting, reporting, and analysis of resources, the Academic Affairs Budget Office guides the process of translating academic plans into budget, develops reports for assessing actual performance against plans, assesses and monitors fiscal performance and provides analysis and decision support.

Job Description and Qualifications: An entry-level accountant within the Academic Affairs Office of Budget and Operational Support will learn to provide reporting assistance for items such as, general ledger data, and other accounting and budgeting data. The candidate will work with Business Managers, Budget Specialist, Directors, and even Assistant and Associate Vice Presidents.

Interns will gain practical work experience to augment their education and career preparation. During the work experience, the Intern will be exposed to the interpersonal relationships a job requires, both with co-workers and supervisors, that are essential in obtaining a successful, satisfying career.

Working as an Intern, you will be primarily responsible for assisting with data gathering and checking, data input, data cleanup, data analysis and ledger reconciliations.

Essential Job Functions:

- Assists in the preparation of various data for reporting and/or reconciliations
- Learn data organization and attachments of supporting information
- Review transactions for completeness and accuracy
- Provide assistance in gathering and organizing data
- Perform data analysis
- Performs related duties as required

Learning Objectives and Benefits:

- Apply the knowledge of Generally Accepted Accounting Principles (GAAP)
- Gain experience in budget development, management and analysis
- Gain experience in using data trends to make budget decisions
- Gain experience in entry-level accounting entries
- Gain knowledge of large non-profit operations and the Government Accounting Standards Board (GASB) practices

Qualifications:

- High School Graduate
- Currently enrolled UWF Undergraduate/Graduate in a COB program
- High energy
- Willingness to learn