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

Apply Now!
Accounting & Property Management Intern

NAI Pensacola is Hiring!

NAI Pensacola



Accounting & Property Management Intern

Fall 2026: 15-20 hours/week
Spring 2027: 15-20 hours/week

The intern will gain practical experience in commercial real estate accounting, accounts payable, financial documentation, vendor coordination, and property management software. The position provides opportunities for professional mentorship and exposure to the day-to-day financial operations of an established commercial real estate firm.

Working under the direction of the Bookkeeper and Property Managers, the intern will gain hands-on experience in accounting procedures, financial recordkeeping, property management operations, and general business administration.

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 & Property Management Intern Job Description

Preferred Major: Accounting

Position Type: Paid, Part-Time Internship

Compentation: $17.00, per hour

Schedule: 15–20 hours per week,

Responsibilities

- Assist with accounts payable processing, including invoice review, data entry, and maintaining accurate records.
- Scan, organize, and electronically file checks, invoices, and other financial documents. • Maintain organized accounting and property management files, both electronic and physical.
- Communicate professionally with vendors and tenants to request, collect, and track current Certificates of Insurance (COIs).
- Enter and update vendor and tenant insurance information in the property management system.
- Assist with vendor documentation, recordkeeping, and administrative compliance tracking.
- Support the Bookkeeper and Property Managers with routine accounting and administrative functions.
- Perform additional administrative duties and special projects as assigned.

Qualifications

- Currently enrolled at the University of West Florida, preferably pursuing a degree in accounting.
- Strong attention to detail, organizational skills, and accuracy in data entry.
- Basic proficiency in Microsoft Excel, Word, Outlook, and general computer applications.
- Ability to handle confidential financial and business information professionally.
- Strong written and verbal communication skills.
- Dependable, self-motivated, and willing to learn.
- Previous bookkeeping or office experience is helpful but not required.

NAI Pensacola is committed to providing a supportive learning environment that helps students develop practical skills and prepare for future careers in accounting, finance, and business administration.