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Apply Now Paid Entry-Level Accounting Internship

UWF Talent Catalyst



Entry-Level Accounting Internship

Spring 2025: 20 hours/week
Fall 2025: 20 hours/week



Apply today using the QR Code for the UWF Talent Catalyst part-time paid positions. They are designed to provide hands-on, project-based experience while receiving mentoring and essential soft skills training.

The UWF Controller's Office is seeking an Entry-Level Accounting Intern who will provide reporting assistance for fixed assets, accounts payable, and budgeting data (see job description for more details).

If you are a fulltime student in the Lewis Bear Jr. College of Business and studying finance, accounting, general business, data science or economics, we encourage you to apply for this internship.



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

UWF Controller's Office

Entry-level Accountant Intern

Job Description

Who We Are: The UWF Controller's Office is committed to providing timely and helpful accounting services to the university community and external users of financial information. Creating a positive customer experience for our community customers is our top priority. The Controller's Office is an active partner in fulfilling the University of West Florida's mission of instruction, research and public service, by planning, developing and providing professional accounting services and related financial support to administration, students, faculty and staff.

Job Description and Qualifications: An entry-level accountant within the Controller's Office will learn to provide reporting assistance for items such as fixed assets, student balances, accounts payable, general ledger data, and other accounting and budgeting data. The candidate will work with Accountants, Senior Accountants, Assistant Controllers, and even Associate Controllers.

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 general journal entries, data gathering, data input, data cleanup, and 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
- Performs related duties as required

Learning Objectives and Benefits:

- Apply the knowledge of Generally Accepted Accounting Principles (GAAP)
- 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 in a COB program
- High energy
- Willingness to learn