



Emerging Prairie Accounting Intern

Pay rate: \$15/hour

Internship start date: January 2022

Emerging Prairie is looking for an Accounting Intern who will work with the Accounting Manager to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

Key Areas of Responsibility

- Perform general accounting and other related duties in the accounting department
- Assist with the preparation of periodic (monthly) balance sheets, income statements, and profit and loss statements
- Assist with maintaining the general ledger
- Enter invoices, set up new accounts, and reconcile accounts
- Reconcile bank accounts at least monthly, verify deposits, and address inquiries from banks
- Reconcile customer accounts. Work with accounting manager on accounts receivable collections
- Verify payment of invoices associated with accounts payable and ensure payments are charged to the appropriate accounts
- Provide outside auditors with assistance; gather necessary account information and documents to perform annual audit
- Work with an outside CPA firm, accounting manager to gather files required for tax forms with federal, state, and local government agencies.
- As appropriate, coordinate with software vendor to maintain accounting software system; recommend updates to enhance the accounting software
- Perform other related duties as assigned

Required Skills & Abilities:

- General knowledge of general financial accounting
- Understanding of and ability to adhere to generally accepted accounting principles
- Highly proficient with accounting software
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite or similar software

Education & Experience:

- Working towards a Bachelor's degree in Accounting, Finance, or related discipline
- Completion of intermediate accounting required
- One to three years of accounting or bookkeeping experience desired

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

About Emerging Prairie

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to energize communities through innovative initiatives, programming, and events that move the needle and ignite economic growth for our region. Some of our initiatives include operating a co-working space (The Prairie Den), launching the first code school in North Dakota (Emerging Digital Academy) and steering the momentum on the Grand Farm Initiative.

Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

Mission: To energize communities.

Vision: The relentless pursuit to improve the human condition both locally and beyond.

Emerging Prairie is proud to be an equal opportunity provider.

To Apply: Send a cover letter and resume to lloyd@emergingprairie.com