



### Learning Objectives – Accounting Intern

Technical/Academic Skills and Content	Related Job Tasks	Evidence or Outcomes
General ledger	Scan and maintain files, including weekly filing of accounts payable documentations and vendor contracts  Help gather documents in preparation for the annual audit	Support efforts to maintain general ledger by organizing accounting documents and paperwork
Data entry	Input financial data into company's accounting software  Keep track of company expenses	Financial and accounting data is organized and easily accessible upon request
Document drafting (Microsoft Word, Excel and PowerPoint)	Assist in documentation preparation, such as documenting procedures and drafting presentations  Under guidance, create/draft contract and loan agreement	Help draft content for and format financial documents, reports and presentations

Employability/ Interpersonal Skills	Related Job Tasks	Evidence or Outcomes
Personal mindset	Require minimal supervision to complete tasks	Accomplish tasks without having to be reminded
Planning for success	Manage time to complete tasks on schedule  Break goals into actionable steps	Accounting deadlines are met and paperwork is filed on time  Large tasks (like annual audit) are worked on daily
Verbal communication	Ask questions to deepen and/or clarify one's understanding when listening to others  Organize information that serves the purpose of the message, context and audience	Communicate questions and answers about accounting and financial procedures  Clearly communicate financial documentation needs with other employees and departments

Adapted from material created by the NYC Labor Market Information Service, CUNY Graduate Center.