Woodmont Properties, Fairfield, NJ

Accounting Intern

Position Purpose:
Assist payroll manager with bi-weekly payroll submission for the company. Assist accounting team members with multiple aspects of the accounting department’s processes and procedures. Learn about accounting for residential, commercial and industrial assets while working in a fast paced environment.

Key Specific Responsibilities/Accountabilities:
1. Process payroll on a bi-weekly basis via the Paychex online payroll system.
2. Use Excel to complete a bi-weekly billback of payroll costs to various property and construction businesses.
3. Investigate improvements to the payroll and billback process and implement new procedures.
4. Assist payroll manager with annual health care renewal communications with employees.
5. Field and answer questions from employees on payroll and withholdings.
6. Input new employee payroll information into the Paychex system.
7. Process invoices in the Yardi accounting system and cut checks to vendors.
8. Expand role into other areas of accounting, including property management and construction accounting responsibilities.

Qualifications Required of This Position:
1. Students in their junior or senior years of college in pursuit of an accounting or other similar degree. Also open to individuals with degrees.
2. Experience using Microsoft Excel and Microsoft Word.
3. Comfortable navigating computer systems to find data.
4. Ability to work independently as well as with a team.

Core Competencies:
1. Conscientious
2. Organized
3. Efficient
4. Accurate
5. Analytical Skills
6. Multi-tasking

Work Schedule Expectations:
20-25 hours per week with the potential for an expanded role upon graduation.

This is a paid opportunity ($17/hour). Please email your resume to bizjobs@montclair.edu and indicate Woodmont in the subject line. Resumes will be accepted until August 15, 2017.

Date posted: August 8, 2017