



Accounting Intern

3/21/2019

Classification: Non-Exempt. Please refer to Overtime Policy.

The McKelvey Group, Inc. (TMG) will provide to its Accounting Intern (AI) hands-on business experience in the areas of accounting, finance, client account management, auditing, and general operations within a small business. The AI will receive mentorship and guidance by working directly with senior team members.

The AI provides accounting support to TMG's Account Managers for its bookkeeping client accounts. These duties include learning and assisting with accounts payables, receivables, payroll, budgeting, reporting, and cash reconciliation. *Travel is expected. The AI will be required to work at TMG's headquarters as well as various client sites in the DC Metro area.* Hours required are approximately 20 hours per week. TMG will work with your school so that college credits can be earned towards your degree. The position has significant potential for permanent employment with TMG at the end of the internship.

Job Duties Include:

- Support the Account Manager in maintaining the client's accounting operations
- Learn and make Accounts Payables and Accounts Receivables entries
- Learn and handle billing research, including calls to vendors if necessary
- Mail vendor bills
- Make bank deposits
- Maintain customer, vendor, and banking files
- Learn and help with account reconciliations and forecasts
- Proof, edit, and write reports, procedures, or summaries as necessary
- Communicate closely with- and provide updates to Account Manager(s) on assigned tasks

Job Requirements Include:

- Accounting Major, Junior or Senior
- 20 hours per week
- Great attention to detail
- Effective communications skills
- QuickBooks experience preferred but not necessary
- *Must have own PC laptop (preferably not MAC), cell phone and transportation (for traveling to client site)*
- Team oriented and flexibility
- Ability to take direction and the desire to learn and grow

Company Profile:

The McKelvey Group, Inc. (TMG) is a consulting firm in Gaithersburg, MD providing advisory and outsourced services for Federal contractors and commercial companies. TMG focuses on small to mid-sized businesses experiencing or planning for significant growth. TMG services include finance and accounting support, Government proposal development, business valuations, and customized training.