

## Accounting Intern - San Diego

Req ID: 7104



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**Division:** Turner  
**Project Location(s):** SAN DIEGO CA US , 92128  
**Minimum Years Experience:**  
**Travel Involved:** None/Not Specified

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**Job Type:** Part Time  
**Job Classification:** Intern  
**Education:** Degree in Progress  
**Job Family:** Finance  
**Compensation:** Not Specified

### Position Description:

Provides overall accounting support with heavy data entry, filing and general accounting duties.

### Essential Duties and Responsibilities

- Assist in entering subcontractor invoices.
- Assist in collecting and logging releases.
- Assist in setting up and maintaining the project accounting files.
- Assist in maintaining reporting tools such as insurance requirement for subcontractors.
- Assist in Preparing required billing documents.
- Assist in managing project accounts payables and receivables, including communicating with subcontractors and vendors regarding invoices.
- Assist Project Accountant in timely and accurate billing proofs.
- Assist in reviewing ledgers and assist in correcting miss-postings through Journal Entries or Accounts Payable.
- Assist in providing documentation for internal and external auditors.
- Establish solid communication with all staff, both project and corporate.
- Any other specific duties as assigned by the Accounting department.

### Qualifications

Must be currently enrolled in a four-year University in the San Diego area majoring in Accounting. Proven written and verbal communication abilities; proficiency with computer applications, including Microsoft Office (Word, Excel, PowerPoint). Understand basic accounting principles i.e. journal entries, general ledger, etc. Ability to multi-task and meet deadlines, good work ethic and interpersonal skills. Required to work at least 2 days each week for at least 4 to 8 consecutive hours per day.

### Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is sometimes exposed to moving mechanical parts. The employee is occasionally exposed to airborne particles or caustic chemicals. The noise level in the work environment is usually moderate.

**Turner is an Equal Opportunity Employer M/F**

**All qualified applicants will receive consideration for employment without regard to their protected veteran status and will not be discriminated against on the basis of disability.**

**VEVRA Federal Contractor**

For more information or to apply, go here:

[https://turner.ats.hrsmart.com/cgi-bin/a/highlightjob.cgi?jobid=7104&site\\_id=148](https://turner.ats.hrsmart.com/cgi-bin/a/highlightjob.cgi?jobid=7104&site_id=148)