Beacon Healthcare Communications

Title: Accounting Summer Intern

Location: Bedminster, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly  Wage: $12.00/hour

Start Date:  5/23/2016  Close Date:  5/20/2016

Job Description:
Looking for an Accounting major who will join the Accounting and Finance department at Beacon Healthcare Communications. This position answers into the Comptroller.

Primary Responsibilities:

- Posting of expenses to the General Ledger
- Completing monthly reconciliations
- Provide internal reports to support billing function
- Maintain accounting records and updates actual out of pockets (OOP) to Zen (internal system)

Qualifications:

- Good communication skills, both written and verbal
- Strong accuracy
- Detail oriented
- Dependable/accountable
- Maintain professional demeanor when communicating with all levels of staff and clients
- Ability to work in a team centric atmosphere
- Demonstrate flexibility in an environment of changing circumstances
- Proficiency in MS Office, specifically in Excel
- Quickbooks knowledge is a plus

Application Instructions: Email resume to pcharles@beaconhc.com