

National Able Network Accounting Internship



About National Able Network

National Able Network is a leading non-profit organization that provides employment counseling, training, and placement services for disadvantaged job seekers. National Able strives to make careers happen.

Responsibilities:

- **Learn** how to process accounts Receivable, continued through the program tenure.
- **Learn** how to perform bank reconciliation,
- **Review** check requests for completeness and consistency, continued through the program tenure.
- **Enter** and assist with weekly cash disbursements run, continued through the program tenure.
- **Evaluate** current policies and procedures, starting fourth month.

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DETAILS:

1. **Job Title:** Accounting Internship
2. **Hours per week:** 20-25 hours
3. **Pay:** \$18 – \$20 per hour
4. **Start Date:** ASAP
5. **Modality:** In-person
6. **Experience / Education requirements:** Student enrolled for Fall 2024.

HOW TO APPLY:

1. **Review** this job description.
2. **Update** your Resume and Cover Letter
3. **Click** the [link](https://earnandlearn.ccc.edu/) to Apply
4. **After** completing the application link, your résumé and cover letter will be screened by CCC to determine. If you meet the requirements for the position, you'll be contacted for the next steps.

<https://earnandlearn.ccc.edu/>



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