

# WillCounty

## Summer Internship Program

<b>Organization Name</b>	Trinity Services, Inc.
<b>Industry</b>	Not for Profit Residential Housing Provider
<b>Internship Title</b>	Accounting Intern
<b>Hours per Week</b>	32 - 40 hours per week
<b>Rate of Pay</b>	\$14/hour
<b>Start/End Dates</b>	June 10 - July 31, 2024

### About Company

Trinity serves more than 5,800 adults and children who have intellectual/developmental disabilities or mental health needs. Trinity's mission to help people flourish is at the heart of all it offers, including residential services, numerous community day services, employment services, a school, therapeutic horseback riding, respite services, a recreation center, a range of therapeutic services, and more.

### Position Description

The Trinity Services Accounting Intern will develop the knowledge and skills needed to execute accounting and analytical services, by gaining hands-on experience through day-to-day operations. The ideal intern is instrumental in supporting all aspects of our business office while also ensuring processes are consistently followed. He or she provides consistent, excellent customer service in all interactions with employees, networks and agency business partners.

#### Responsibilities:

- Ensure timely payment of operating bills to vendors, reviewing for accuracy and approval
- Prepares daily deposits to bank
- Maintains accurate and complete client data in agency management systems
- Participates in team meetings for skill and knowledge development
- Will work with network and department staff and participate in employee trainings to educate and explain processes for time entry and management to new employees
- Meets with manager on weekly basis
- Strives for successful and effective working relationships with coworkers, management, and peers
- Takes part in group presentation assignment

#### Program Perks:

We provide our interns the opportunity to be immersed in our culture by participating in the following optional activities:

- Visit our therapeutic riding stable and petting zoo
- Visit one of our working day programs: Horticulture, Woodworking, Old Plank Studios Crafts
- Spend a day learning retail accounting at the Petals and Twigs Home Décor store, or the Barkery Pet Store

### Knowledge, Skills, Abilities/Interests Desired

- Interest in pursuing a career in Accounting
- Excellent math skills

- Good written and verbal communication skills
- Good attention to detail

**Physical Demand of Position**

Light office work

**Documents Required**

Cover Letter

Driver's License

School ID

**Business Contact**

Bob Taylor

**Title**

CFO

**Contact Number**

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**E-mail**

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