

Accounting Associate

Virtually Testing

Job details

SALARY

Un-paid

JOB TYPE

Internship (20 to 25 hours per week)

DEPARTMENT

Finance

Full Job Description

ABOUT THE JOB

Company

Virtually Testing is a California, USA based 501(c)3 nonprofit organization. Our foundation is funded by individuals or corporate or government donations. Our mission is to serve a cybersecurity focused community by organizing speaker events, hands-on workshops, conferences, etc. Our members advance their skills or learn from scratch to successfully access the competitive trending and evolving cybersecurity industry.

Job Summary

An ideal candidate must be a strong leader and communicator with excellent communication skills. Seeking someone with exceptional emotional intelligence who can support the achievement of ideal culture and professional brand, as well as strong engagement. You will work closely with co-founders and other executives.

Candidates must have at least 1+ years of related professional services experience.

DUTIES AND RESPONSIBILITIES

- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Provides financial analysis to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.

- Summarizes current financial status by collecting information; preparing balance sheets, profit and loss statements, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Maintains customer confidence and protects operations by keeping financial information confidential.

REQUIREMENTS AND QUALIFICATIONS

- Fluency in English
- Your own PC with internet connection
- Familiarity with google suite (GSheet, GSlide, GDoc)
- Pursuing Bachelor's in Accounting or related degree preferred

SCHEDULE

- Flexible hours between 9 am to 5 pm (Los Angeles, California Timezone)
- Monday to Friday

WORK REMOTELY

- Yes

COMPANY WEBSITE

- <https://virtuallytesting.com/>