

## Accounting Intern

**SPAULDING CLINICAL** aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

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Original Date: 08 May 2019

Revision Date:

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### Job Summary:

The Accounting Intern's focus will be to assist accounting staff in all different aspects of accounting. Will get visibility into accounts receivable, collections, accounts payable, payroll, and general ledger activities.

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### Essential Duties and Responsibilities:

- Assist in research, filing, data entry, and recording and maintaining complete and accurate accounting records
- Learn to work as part of an accounting team by compiling and analyzing data and tracking pertinent information
- Assist with monthly physical inventory counts
- Input journal entries into accounting system
- Participate in month-end close process
- Assist with accounts receivable and accounts payable responsibilities
- Shadowing members of the accounting department as they perform various duties
- Assists Accounting Department personnel as needed
- Completes special projects and miscellaneous assignments as required

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

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### Skills/Qualifications:

- Able to maintain confidential information with honesty and integrity
- Ability to read, write, and interpret the English language
- Strong verbal and written communication skills

- Attention to detail
  - Work well in team environment
  - High-level of accuracy and responsibility
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**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
  - Ability to lift and/or move up to 25 pounds.
  - Specific vision abilities required by this job include clarity of vision both near and far.
  - Ability to identify and distinguish colors.
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**Hazards:**

- Potential for exposure to toxic or caustic chemicals
  - Potential for exposure to blood borne pathogens
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**Education and Experience:**

- Must be working towards a Bachelor's or Associates' degree in accounting
  - Prefer a GPA of 3.0 or higher
  - Proficiency in Microsoft Excel and Word
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*Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.*

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This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

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Employee Name (Printed)

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Date

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Employee Signature