

# Craste

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## Accounts Intern

### Description

We are looking for a detail-oriented and enthusiastic Accounts Intern to support our finance team. The ideal candidate will have a basic understanding of accounting principles and a willingness to learn. This internship provides an excellent opportunity to gain practical experience in accounting processes and contribute to the financial success of our company.

### Responsibilities

- 1. Data Entry:**
  - Assist in the entry of financial data into accounting software.
  - Ensure accuracy and completeness of financial records.
- 2. Invoice Processing:**
  - Support the accounts payable and receivable functions.
  - Verify and process invoices in a timely manner.
- 3. Bank Reconciliation:**
  - Assist in reconciling bank statements and financial transactions.
  - Identify and resolve discrepancies.
- 4. Assist in Month-End Closing:**
  - Support month-end closing processes.
  - Prepare basic financial reports as needed.
- 5. Documentation:**
  - Maintain organized and accurate financial records.
  - Assist in filing and documentation.

### Qualifications

- Pursuing a degree in Accounting, Finance, or a related field.
- Basic understanding of accounting principles.
- Strong attention to detail and accuracy.
- Proficiency in Microsoft Excel.
- Excellent organizational and communication skills.

### Contacts

Kindly send your CV at [connect@craste.co](mailto:connect@craste.co)

### Hiring organization

Craste

### Employment Type

Intern

### Job Location

Pune

### Date posted

March 7, 2024