

Position: DATA ANALYTICS INTERNSHIP

We offer an experience-gaining internship and a career ladder opportunity.

Qualifications:

Accounting Major - Junior OR Graduate Student

Strong interest in accounting & data analytics

Work well in a team environment

Accept direction as needed

Experience & Skills:

Strong communication and interpersonal skills

Strong working knowledge of Microsoft Word, Excel & Outlook

Working knowledge of QuickBooks or other bookkeeping software would be helpful

Our internship is an **in-office** experience [at least initially]

- We are located in Edgewood, just off the parkway ramp & before you get to Regent Square
- Parking is free in front of our building and on the street
- Public transportation is available: <https://www.portauthority.org/all-schedules/>

Responsibilities:

Initial - Level I

Testing Power BI & other software using existing bookkeeping data

Running sample reports & editing as directed

Next Steps - Level II

Assist in designing simple processes for using data analytics software

Assist in training accounting professionals in procedures

Other Possibilities - Level III

Client data analytics

Related CFO on Demand projects

We offer:

Competitive compensation - which may increase with increased responsibilities

Flexible Schedule

A comfortable work environment that is relaxed, warm and professional

Opportunities for growth

Professional development and education

A supportive team environment

This position is designed to provide the Intern with real time data analytics experience while assisting with client projects. The nature of the position may change from time to time based on our needs as well as the capabilities of the individual hired.

For over 80 years, CrawfordEllenbogen has specialized in providing comprehensive, professional services for closely-held businesses, non-profits, families and individuals – clients for whom business is personal, and the *bottom-line* is always *top-of-mind*.

For more information, please visit our website: www.ce-cpa.com

Resume & cover letter may be emailed to admin@ce-cpa.com