



**DIOCESE OF PROVIDENCE  
ONE CATHEDRAL SQUARE  
PROVIDENCE, RHODE ISLAND 02903-3697  
Tel: 401/278-4616 - Fax: 401/751-6808**

**FISCAL OFFICE**

## **Accounting Internship**

Excellent opportunity to gain accounting experience working in an office environment. Past interns have received offers from the Big 3 Firms.

Be part of a team of three (3) interns. Flexible schedule of twelve (12) to fifteen (15) hours weekly during the school year and forty (40) hours per week during the summer months. If working during school breaks, can be up to 40 hours per week. No benefits paid under this position except those required by law.

### **Duties:**

- To work with accountants and bookkeepers in the performance of accounting services to approximately 180 Offices and Programs.
- To experience working in a multi-corporate environment with 39 separate corporations.
- Hands on account processing functions both manual and through Serenic Microsoft Dynamic Navigator Financial Systems.
- To assist in financial analysis projects through use of Excel spreadsheets.
- To prepare proofs of cash reconciliation for multiple bank statements.
- To assist staff in Accounts Payable processing functions.
- To assist in the preparation of audit scheduling for auditors.
- To perform other accounting related functions as required.

### **Qualifications:**

- Student enrolled in a 4 year Bachelor Degree Program in Accounting.
- Minimum GPA 2.7.
- Entering 2<sup>nd</sup> or 3<sup>rd</sup> year of Accounting.
- Computer literate with spread sheet knowledge.

Paid Internship starting at \$10.50 per hour.

**Send resume to:** J. Timothy Kocab, Controller [tkocab@dioceseofprovidence.org](mailto:tkocab@dioceseofprovidence.org) or  
Cheryl Brennan, Assistant Controller [cbrennan@dioceseofprovidence.org](mailto:cbrennan@dioceseofprovidence.org)  
Fiscal Office  
One Cathedral Square  
Providence, RI 02903  
Phone: (401) 278-4616  
Fax: (401) 751-6808

**10/2009**