

Cameron Professional Services Group, LLC has a variety of clients in the fields of community development, social services, construction and recruitment. The Accounting Intern will setup and maintain client's financial information on QuickBooks. The Accounting Intern will produce financial reports and document calls and questions from the client. The Accounting Intern will work closely with the CPA in the firm.

This is a great opportunity for a person that is detailed and proactive. The Accounting Intern must sign a client confidentiality agreement upon beginning the internship.

Accounting Intern - Cameron Professional Services Group, LLC, Pittsburgh, PA

Cameron Professional Services Group, LLC (CPSG) is a consulting firm specializing in community development, accounting & finance and wealth management.

CPSG is seeking an Accounting Intern (20 hours/week with flexibility)

Accounting Duties:

- Input accounting data into the QuickBooks System
Produce financial statements
- Produce variance reports
Provide a written summary of large data variances
Respond to client inquires (e-mail and/or phone calls)

Other Duties as Assigned:

- Research potential QuickBooks client opportunities utilizing a variety of resources including internet
- Prepare power point presentations
- Attend client meeting

Qualifications:

The qualified candidate must be able to work independently in a fast-paced environment and be detail-oriented with excellent verbal and written skills, well-organized, and must be proficient with Microsoft Office programs, including Word, Excel, Access, Outlook, and PowerPoint, as well as with Internet-based research. Education should include some college and experience.

Cameron Professional Services Group, LLC (CPSG) is a consulting firm specializing in community development, accounting & finance and wealth management.

CPSG is seeking a part-time Administrative/Marketing Assistant.

Administrative Duties:

- Preparing reports
- Scheduling meetings and taking minutes
- Creating client invoices
- Sorting mail
- Assisting with special projects

Marketing Duties:

- Research potential client opportunities utilizing a variety of resources including internet
- Prepare power point presentations
- Create and coordinate company's logo, business cards and letterhead

Qualifications:

The qualified candidate must be able to work independently in a fast-paced environment and be detail-oriented with excellent verbal and written skills, well-organized, and must be proficient with Microsoft Office programs, including Word, Excel, Access, Outlook, and PowerPoint, as well as with Internet-based research. Education should include some college and experience.