

Lily Carter

Accounting Intern

Chicago, IL | (123) 456-7890

lily.carter@email.com

Accounting intern with hands-on experience in financial reporting and reconciliations

Aspiring accountant with internship experience supporting financial reporting, reconciliations, and tax preparation. Proficient in assisting with general ledger entries, preparing financial statements, and working with accounting software. Passionate about learning best practices in corporate finance and contributing to accurate financial management.

Professional Experience

Accounting Intern

Henderson & Associates, Chicago, IL

May 2024 - Present

- Assist with month-end close processes, preparing reconciliations for bank accounts and financial records to ensure accuracy
- Support AP and receivable by processing invoices, payments, and vendor transactions for 50+ clients
- Organize and prepare tax documents, ensuring timely filing and compliance with IRS regulations

Finance Assistant (Student Role)

University of Illinois Business Office, Chicago, IL

September 2023 - May 2024

- Managed financial transactions for university departments, processing vendor payments and expense reports
- Helped prepare financial statements and budget reports for department audits, improving financial tracking accuracy
- Assisted students and faculty with account inquiries and reimbursement procedures

Education

Bachelor of Science in Accounting

University of Illinois at Chicago, Chicago, IL | May 2024

Key Skills

- Bank and account reconciliations
- Journal entries and general ledger support
- Financial statement preparation
- AP and receivable processing
- Payroll assistance
- Tax document organization

Certifications

Microsoft Excel Certification | May 2024