



COMMONWEALTH INSURANCE ADVANTAGE

Accounting Intern

Fort Washington | Greater Philadelphia Area

Commonwealth is a market leader providing insurance brokers specializing in healthcare with multiple workers' compensation coverage options via several strategic insurance carrier partners. With an emphasis on fast, efficient service and a culture of finding a way to make tough deals work, we have a proprietary relationship with our chosen carriers and a trusted relationship with our brokers. In addition to workers' compensation coverage, Commonwealth Specialty Programs provide access to traditionally difficult to find liability coverage for both the emerging exposure of active shooter events as well as the shooting sports industry. To learn more about the company, visit <https://commonwealthinsure.com>.

The Role - Job Description

We are looking for a driven Accounting Intern with a basic understanding of GAAP plus financial principles and terms who is ready for an immersive, real-world experience. Under the supervision of our staff, the Accounting Intern can expect to participate in the monthly preparation of accounting entries and financial statements utilizing Microsoft Office/Google Workspace. The ideal candidate should be a motivated team player who thrives in a role that requires analytical abilities in a fast-paced environment.

Accounting Intern Responsibilities include:

- Compile and analyze financial and operational data
- Prepare various financial reports and regulatory filings
- Prepare various journal entries and balance sheet reconciliations
- Perform general ledger closing activities, balance sheet reconciliation, bank reconciliation
- Assist with preparation of various regulatory filing and reporting
- Assist with banking activities
- Other duties as assigned
- Verify that all reconciling items are researched as resolved

Accounting Intern Requirements

- Must be a recent graduate or actively working towards a bachelor's or master's in accounting
- Satisfactory completion of introductory accounting courses and a basic understanding of accounting and financial principles
- Strong analytical skills, with a passion for problem solving on the fly
- Aptitude for math, proficiency with computers
- Strong communication skills, with the ability to articulate what's going on and why

- Ability to handle multi-tasking heavy environment
- Some proficiency in Microsoft (Word | Excel | PowerPoint) and/or Google (Docs | Sheets | Slides) products

Job posting closes: once filled

Commonwealth Insurance is committed to working with and providing reasonable accommodations to job applicants and employees with physical or mental disabilities. If you believe you need a reasonable accommodation in order to complete any part of the application or hiring process, please send an email to vadams@commonwealthinsure.com . Reasonable accommodations will be determined on a case-by-case basis.

Commonwealth Insurance Advantage reserves the right to conduct a criminal background check, tailored to the requirements of a job, after a conditional employment offer is made. Unless otherwise required by law, we do not automatically exclude any applicant with a criminal conviction for a job or class or jobs.

We are an Equal Opportunity Employer

We are an equal employment opportunity employer and are committed to developing a diverse workforce and provide an inclusive work environment where everyone is respected, valued, and appreciated. We have zero tolerance for all forms of unlawful discrimination, and we will not support any action or initiative that infringes upon any human right.

To Get Started, Please Send Us The Following Information:

Provide a cover letter that includes:

1. Name, address, email and phone number
2. The specific internship position (listed at the top of this page) that you are interested in
3. Your current resume

Send above to:

Vanessa Adams at vadams@commonwealthinsure.com

If questions:

Call Vanessa at 267-513-1976