Accounting Internship Opportunity

FULL TIME OR PART TIME

Company Description:

Astor is a fast-growing award-winning provider of information technology solutions and services. We provide software engineering and development solutions using a variety of development tools, including host-based, web-based, and client-server applications. Astor & Sanders Corporation’s solution delivery capabilities include all aspects of the projects, from program and project management to requirements gathering, deployment, and change management.

Our team is known for the ability to successfully implement best practice-based solutions and dedication to excellence. Astor & Sanders Corporation employs IT professionals across a wide range of federal government contracting.

Roles and Responsibilities:

- Assist with handling accounts payable
- Interact with employees and clients on accounting-related issues and to ensure tasks are completed quickly and efficiently
- Assist in processing payroll, including collecting and auditing timesheets

Experience

- Current student pursuing a Bachelor’s degree in Accounting, Business or associated discipline

Skills:

- Proficient in Excel, Word, Outlook, and Internet
- Strong organization skills
- Strong verbal and written communication skills
- Must be detail-oriented and able to multi-task
- Must be flexible with changing priorities

To apply:

PLEASE VISIT THE USG CAREER CONNECTOR HTTPS://USG-CSM.SYMPLECTICITY.COM/STUDENTS/ OR CONTACT CAREER & INTERNSHIP SERVICES CENTER AT (301) 738-6338 OR AMANI@UMD.EDU OR USGCAREERSERVICES@UMD.EDU