

Property Accounting Intern

Program Summary

This immersive internship program is structured to provide a foundational overview of four areas real estate (Acquisitions and Development, Asset Management, Property Accounting, and Property Management) with a concentration in one of these four areas. This strategic design enables participants to focus on their area of interest while obtaining a broad understanding of how their division collaborates with and supports the other areas. This is a summer internship. As an intern, this individual will have “temporary employment” status and will not receive any of the company benefits that full-time employees receive, including, but not limited to, health insurance, paid time off, paid holidays, or participation in the company’s 401(k) plan.

Position Summary

The Property Accounting Intern will play an important role in supporting the Property Accounting team with various accounting projects and tasks while gaining experience in a real-world accounting environment. This internship requires a keen attention to detail, excellent organizational skills, and flexibility in a dynamic environment.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Work with the Property Accounting team to ensure timely and accurate financial reporting
- Perform accounting functions, including month-end close, account reconciliations, and other related functions
- Conduct financial statement analysis with the ability to identify potential issues
- Use technology and data analytical skills to present data to stakeholders and provide reliable reports
- Collaborate with other departments to ensure accurate reporting
- Assist with various tasks, as needed (bank reconciliations, fixed asset additions, research transactions, etc.)
- Work on special projects and perform other duties as assigned

Performance Objectives

- Timeliness and transactional accuracy
- Effectively interact with in-house departments
- Willingness to learn a variety of concepts, practices, and procedures
- Strategic approach to problem-solving and troubleshooting

Preferred Knowledge, Skills, and Experience

- Coursework in accounting
- An entrepreneurial mindset and a self-starter attitude with a high level of intellectual curiosity
- Excellent interpersonal and communication skills, both written and verbal
- Ability to multitask in a deadline-sensitive environment
- Strong attention to detail
- Ability to thrive in a fast-paced collaborative environment
- Proficiency with Microsoft Office products
- Familiarity with fundamental accounting and finance concepts, especially as they pertain to real estate

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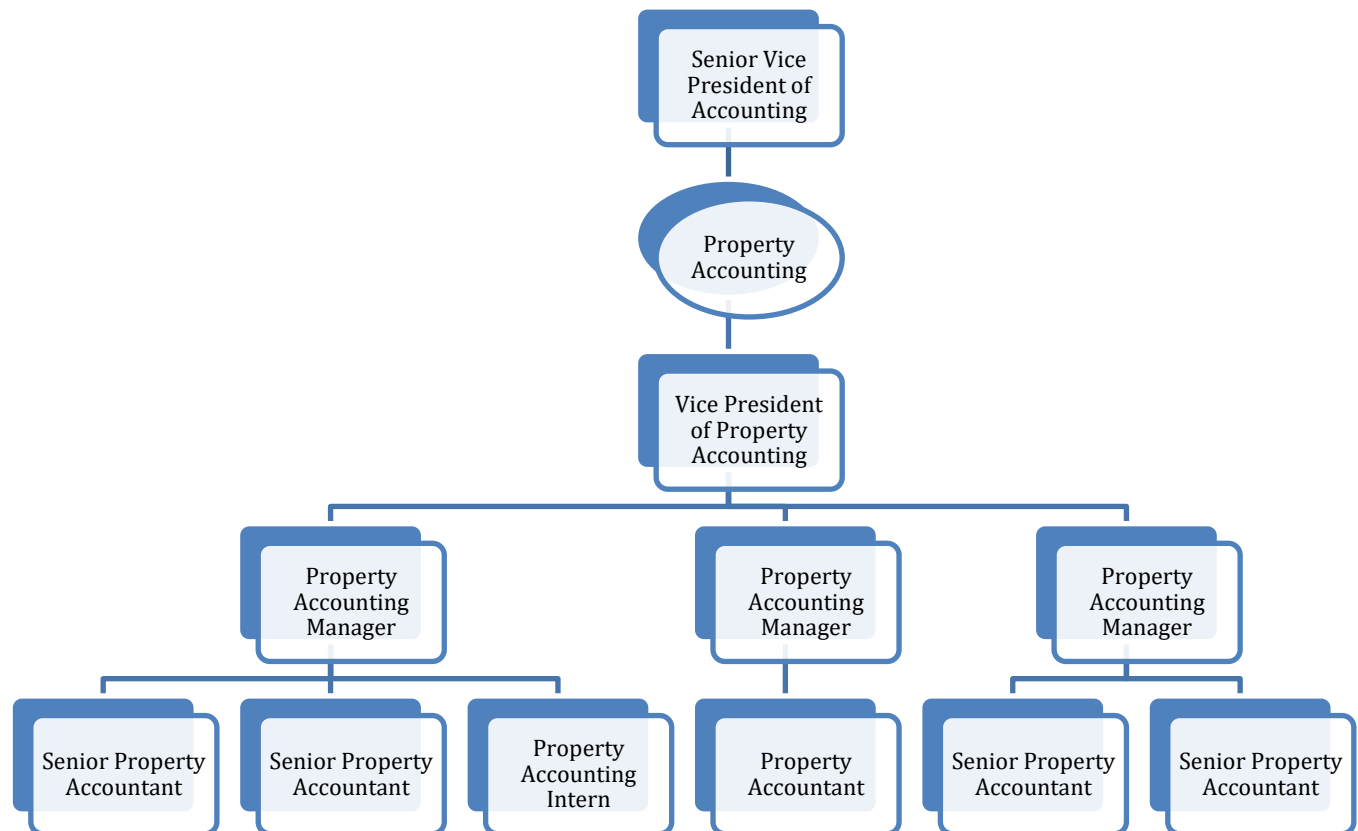
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Work Environment

The Property Accounting Intern works at the corporate office and regularly interfaces with internal customers.

Reporting Structure

The Property Accounting Intern reports to the Property Accounting Manager.

**Physical Requirements**

The Property Accounting Intern's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position and for conformance with all professional standards defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds.

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