

CBA Accounting Intern

The Consumer Bankers Association (CBA) seeks an accounting intern to support our **Accounting, Finance, and Membership teams**. This position will provide the unique opportunity to practice your accounting knowledge and showcase your analytical skills.

Responsibilities

- Update historical files.
- Update departmental financial, benefits, tax, and investment reports.
- Learn Sage Intacct AP and AR and assist with data entry database clean up needed.
- Learn Expensify system and assist as needed.
- Organize and update Membership contact lists.
- Conduct research on Corporate and Associate members
- Assist the Membership and Committee teams with creating and updating member participation reports for board and monthly committee meetings.
- Other duties as assigned.

Qualifications

- Excellent communication skills
- Efficient in MS Word, Excel, and PowerPoint
- Eager to take initiative and anticipate challenges
- All hands-on-deck team mentality is essential
- The ideal candidate is a current student in an undergraduate accounting program.

Additional Information

- This internship will be paid through a one-time stipend of \$5,500.
- This internship will last approximately 10 weeks.
- CBA is located in Downtown Washington, D.C., a short walk from Metro Center and City Center with very close proximity to multiple metro lines.
- The ideal candidate would work approximately 20-40 hours per week, in-person Tuesday-Thursday and from home Monday and Friday.

Required Application Materials

Please submit all application materials to interns@consumerbankers.com with your name and the position you are applying to in the subject line.

- Cover letter **Preferred**
- Résumé
- Contact information for two references

About the Consumer Bankers Association

The Consumer Bankers Association (CBA) is the only member-driven trade association focused exclusively on retail banking, representing some of the nation's largest financial institutions, including JPMorgan Chase, Bank of America, Wells Fargo, and Citigroup. Whether buying a home, financing an education, or

launching a small business, since 1919, our members have partnered with consumers to help them achieve the American dream. Taken together, CBA's corporate member institutions account for 1.7 million jobs in America, extend roughly \$4 trillion in consumer loans and provide \$275 billion in small business loans annually.