

Eastgate Regional Council of Governments - Accounting Intern

Eastgate Regional Council of Governments is looking for an energetic “more than a number cruncher” accounting student to join our team. We are a small office group that prides ourselves in leveraging our resources to the fullest. Unfortunately, our accounting department is leveraged to the max, and we are optimistic that more growth is on the way with more funding and projects. The good news is we are offering an opportunity for an accounting student to grow and learn with us. Eastgate's office is located downtown Youngstown within walking distance of the University with one of the best views of the Downtown region. We offer a collaborative and professional office experience with a casual dress code.

Qualifications

Accounting student, in junior or senior year, or completed core accounting courses. Ability to use Microsoft office, primarily Excel. Eastgate utilizes a specialized accounting software for grant management which you will be trained. You will gain working knowledge in recording transactions, performing account reconciliations along with interpreting reports and managing grants.

Job Duties/Responsibilities

- Assist with account payables. Assist with setting up vendors for initial payment including obtaining tax exempt status, and information needed for annual tax information reporting (request vendor IRS form W-9). Make sure all invoices get proper authorization for payment. Determine coding of monthly expenditures to proper accounts to meet the various grant guidelines. For example, determine whether expenses are allowable or nonallowable, and those that are direct or indirect.
- Review employee timesheets for completeness, run payroll reports, and assist in recording payroll journal entry in accounting software.
- Review and verify documentation and proper substantiation for employee monthly business travel expense reports. Review the reports for computational errors. Assist with the processing of reimbursements and recording of the transactions.
- Assist with monitoring of the credit card accounts. Make sure all credit card purchases have proper approval, and complete and accurate support. Follow up on any charges lacking documentation. Reconcile the account to the credit card statement monthly and record credit card transactions.

- Help document and review files to insure proper substantiation for our Annual Single Audit. Assist in getting documents ready for annual audit, and work with auditors for backup support as requested.
- Other duties as needed to assist the agency's accounting staff, such as preparation of summary reports and analytical spreadsheets for program managers.

About Eastgate

Eastgate are a voluntary association of local governments in Northeast Ohio. Ashtabula County, Mahoning County, Trumbull County, and all cities, villages, and townships in the counties are members. Although our members are unique, they share many common interests. Eastgate brings member communities together to create a unified voice in areas such as transportation, water and air quality, land use planning, and local infrastructure projects. Eastgate strives for a collaborative region of equitable opportunity with a robust economy, healthy environment, and the social capacity to support the creativity, diversity, and resilience of its people, places, and communities.

Eastgate is directly responsible for a variety of federal, state, and local planning and project implementation programs. As a Metropolitan Planning Organization (MPO), an Areawide Water Quality Management Agency (EPA), an Economic Development District(EDA), and an Appalachian Regional Commission Local Development District(ARC), Eastgate continues to maintain required certifications and planning documents to qualify the region for federal and state funding.

Applying:

Interested candidates should send a resume and cover letter to:

Michele M. Ballone, CPA

Fiscal Officer

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234-254-1507

Eastgate Regional Council of Governments

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Eastgate Regional Council of Governments is an Equal Opportunity Employer