

LD Brand, Flourish Coworking Space, Dean Street Law
Accounting Internship
4 Month Internship
20 Hours Per Week, At Least One Hour Per Week Day

Company Overview

Dean Street Law is a women-owned and operated firm, located in West Chester, PA. We started in 2019 and have been growing quickly. Our team works closely to support one another and ultimately serve our clients. We love working with companies that range from privately owned small entities to Fortune 500 companies in the finance, IT, real estate, manufacturing and pharmaceutical sectors. Here at Dean Street Law, we value work-life balance, sustainability, health and wellness, and individuality. You can learn more about Dean Street Law [here](#).

This internship offers students an opportunity to gain exposure to the inner workings of what an Accounting role looks like in real life. It is a six month internship. The internship requires at least fifteen hours per week, at least one hour per week day with a schedule assigned by the company prior to hiring. Due to the nature and learning portion of the internship, the internship hours must be completed in our office; no remote work is permitted. The Accounting Intern will work directly with the company's Founder and team members. We will provide the resources necessary to succeed, and encourage growth through empowering feedback to develop your skills and knowledge. Students that are creative and know how to take initiative will thrive in this position. Though the internship is unpaid, you are welcome to apply for school credit.

Who Are You?

Self Motivated You are driven, enjoy a challenge, and are proud of the work you deliver. You exceed in prioritizing and executing multiple assignments in a timely manner.

Naturally Curious You are innovative, think critically when given an assignment, and have an impeccable attention to detail.

Solution Oriented You are creative and consider all resources until you've found the best solution. You are always looking for ways to be more efficient and productive.

Enthusiastic You are charged with energy to get work started and you maintain a positive outlook throughout the day.

Team Player You are supportive, reliable, and have a willingness to learn from others. You enjoy being friendly and connecting with coworkers.

Role & Responsibilities

- Assist with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Prepare financial reports, such as balance sheets and income statements, invoices, and other documents.

- Aiding in correspondence with accountant, providing proper documentation and financial information when needed
- Handle sensitive and confidential information with honesty and integrity.
- Work with bookkeeping software.
- Collaborate with the CEO and office manager in financial planning for monthly, quarterly and yearly goals.

Education & Experience

- Must be pursuing higher education
- Related work experience is preferred
- Experience using accounting software preferred
- Proficient in G-Suite, Word, and Excel
- Understanding of latest accounting practices preferred

Why Dean Street Law?

- Female empowered, diverse working environment
- Ability to work at the Flourish Coworking Space in West Chester, PA
- Wear what you'd like work attire
- Free cold brew tap on site
- Join a young and passionate group of entrepreneurs

Application Instructions: Please send your resume and cover letter to dking@deanstreetlaw.com.
Examples of your work are not required but may also be included in your email.