

Century 21 is seeking an Accounts Payable Intern. Century 21 is a real estate brokerage whose goal is to deliver extraordinary service to clients selling or buying real estate.

The Accounts Payable intern will be responsible for entering accounts payable, printing checks, assisting with payroll tax filings, and assist with real estate specific data entry. The intern in this position needs to be able to work with many different kinds of people and be able to adapt to a lot of different situations.

INTERN WILL LEARN AND BE EXPOSED TO: • Real world knowledge of entry-level accounting • Hands on office procedures • Participation in regular staff meetings

RESPONSIBILITIES: • Data Entry • General Office Duties • Participate in meetings • Assisting in office organization • QUALIFICATIONS: • Junior or senior accounting, finance, business management major • Must be motivated, organized, and possess good communication skills

SCHEDULE and COMPENSATION: • 20 hours per week around intern's schedule during the academic year • This is a paid internship.

TO APPLY: Send cover letter, resume, and three references to heather.deatley@century21.com or mail to 215 Market St., Portsmouth, OH 45662.