



WINGED KEEL GROUP®

CAREERS

Position Title: Accounting / Bookkeeping Intern

Office Location: Richmond, VA

Reports to: Sheree Engle, Finance Associate

Firm Summary:

Winged Keel Group is an independent life insurance brokerage firm that creates and implements tax-efficient, multi-generational wealth accumulation and wealth transfer strategies for ultra-high net worth families. With offices New York, San Francisco, Boston, Richmond, and Washington, D.C., the firm specializes in the structuring and administration of large blocks of Traditional Life Insurance and large portfolios of Private Placement Variable Life Insurance and Annuities.

Position Summary:

Seeking a diligent, conscientious and detailed oriented student to provide accounting/bookkeeping and administrative support to our Finance team. This is a 6-month internship starting in March 2020. Students must be able to work a minimum of 20 hours per week. Excellent opportunity to be mentored by our CFO and Finance Associate. Must be reliable, committed and have the willingness to learn and grow.

Position Responsibilities:

- Accounts Payable (i.e. enter invoices into QuickBooks)
- Credit card reconciliation (i.e. allocate credit card charges to appropriate general ledger account)
- Commission tracking (i.e. enter revenue received into proprietary commission tracking system)
- Special projects as needed

Ideal Candidate will Possess the Following:

- Pursuing a degree in Accounting or Finance
- Understanding of basic accounting principles
- Proficiency in Microsoft Office
- Reliable and committed to a 6-month internship assignment
- Highly detail oriented
- Effective communication and interpersonal skills

To apply, please contact:

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