



WHO ARE WE?

With over 30,000 units completed, **Fortune-Johnson** is the premier contractor for building multifamily projects in the Southeast and Mid-Atlantic. Our construction projects showcase a wide range of product types, including garden-style apartments, assisted living facilities, student housing, high-density, and mixed-use developments. Fortune-Johnson takes pride in our industry-leading record of completing assignments on time and within budget.

OVERVIEW OF OUR INTERNSHIP PROGRAM:

Fortune-Johnson recognizes the importance of creating and establishing a robust internship program. The goal of Fortune-Johnson's internship program is to provide college or trade school students the opportunity to receive hands on relevant experience to support their education and prepare them for a career in accounting.

The ideal candidate is a self-starter that embraces ambiguity, thinks big, and brings their own uncompromising standards of excellence. This person's primary role will be receiving, processing, verifying invoices, and processing payments.

ACCOUNTING INTERN RESPONSIBILITIES:

- Process accounts payable and invoicing
- Accurately review, code, and process vendor invoices
- Perform monthly reconciliations
- Maintain a large number of vendor accounts while staying in compliance with company policies and procedures
- Perform data entry associated with accounts payable
- Review and reconcile invoice discrepancies
- Address and respond to vendor inquiries
- Other ad hoc reporting as necessary

SKILLS AND EXPERIENCE:

- Proficient Microsoft Office knowledge and skills
- Strong time management and organizational skills
- Knowledge of basic accounting principles
- High degree of attention to detail
- Currently pursuing a degree with emphasis in accounting, business, or other related field

Fortune-Johnson provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

To Apply: Email info@fortune-johnson.com