



NOW HIRING FOR AN Staff Accountant Intern

In this paid, part-time internship, you will learn:

- How daily and monthly general ledger processes are completed through preparation of journal entries and financial reports. This will include gathering and interpreting data for preparation and entry of general ledger entries, researching and correcting any variances from account reconciliations, including cash, advances, capital stock, member demand and accounts receivable/payable.
- Accounts payable and cash disbursements through analysis and review of vendor payments and expense reimbursements, including accruals and prepaids. This will include accurate data entry and processing of vendor payments, analyzing and reviewing invoices or expense reimbursements for accurate recording of expenditures as expense or as capital assets, and compliance with policies.
- The importance of SOx controls and have the understanding and ability to carry out applicable key controls while performing tasks.

What qualifications are needed?

- Completion of at least sophomore year of college and working towards an undergraduate degree in accounting or finance.
- Knowledge of the banking and thrift industry is preferred.
- Effective verbal and written communication skills.
- Knowledge and proficient use of MS Office applications including Word, Access and Excel.

ABOUT US

FHLBank Topeka's products and services help our member financial institutions support affordable housing and community development efforts across the Midwest. We have been headquartered in Topeka, Kansas, since 1932.

FHLBank is an equal opportunity employer. We accept all people, celebrate diversity and promote an inclusive workplace.

Benefits: FHLBank offers an attractive benefits package, has an onsite cafe and fitness center with shower facilities and much more.

Find more details & apply online: fhlbtopeka.com/careers

