

Job Description – Accounting Intern

Location: Roca Chelsea

FLSA Classification: Non-Exempt

In this intern position you will be treated as a regular employee with the appropriate support from your supervisor and peers to be successful. You will gain valuable real life experience in an exciting environment. Below are the highlights of the position.

- **Lead the bi-weekly payroll process**
 - Accurately Process bi-weekly payroll using the online ADP Payroll System.
 - Ensure all employee time sheets are received and have been approved prior to payroll processing.
 - Quickly and accurately correct any errors with an employee's paycheck.
 - Ensure accuracy with employee paid time off balances.
 - Process all payroll wage adjustments timely
 - Develop and generate payroll reports from ADP Report
 - Maintain Payroll
- **Support accounting operations**
 - Post journal entries
 - Coordinate the collection data for various audits, including the annual financial audit
 - Track, issue and submit annual escheatment filing for stale checks for both Roca and Pallin
 - Provide support for Accounts Payable

About Roca, Inc.

ROCA'S MISSION IS TO DISRUPT THE CYCLE OF INCARCERATION AND POVERTY BY HELPING YOUNG PEOPLE TRANSFORM THEIR LIVES. Roca's job is to help young men and women get off the streets, stay out of jail, get good jobs, and create a better future for themselves. We believe that when we ask high-risk young people to make difficult changes in their own lives – to put down guns, to stop selling drugs, to show up at work on time, and become responsible adults – we too must have the courage to do things differently. We have learned that the only way forward is to focus on what works, to let go of what doesn't, and to hold ourselves accountable to the highest standards possible.