



Kilbourne Group was founded in 2006 by Doug Burgum with the mission of providing thought leadership on the revitalization, smart growth, and redevelopment of Fargo, North Dakota's downtown core. The Kilbourne Group team shares the vision of retaining and carrying forward the history of Fargo through the restoration of historic buildings and the creation of new buildings that honor the past and inspire the future.

We are now recruiting for the following summer position within our growing organization:

Accounting Intern

Position Summary:

Assist staff accountant and CFO with various accounting functions, including:

- Implementation of a multi-company P-card system
- Allocation of expenses
- Processing and reconciling intercompany transactions
- Accounts payable, data entry, bank statement reconciliation and general accounting matters
- Organizing and maintaining confidential accounting records and reports
- Complete special projects as needed and other duties assigned

Candidates considered will possess the following:

- Be actively enrolled in an undergraduate program at an accredited University, with a major in Accounting. Junior or senior level, with current GPA of 3.0 or above.
- Ability to demonstrate/maintain a high level of confidentiality with sensitive business and personal information
- A high level of integrity, accuracy, dependability, and commitment to quality
- Excellent communication skills – written & verbal
- Proficient in Microsoft Excel, and Intuit QuickBooks
- Excellent organizational skills & detail oriented.
-

Creating a learning environment:

- Kilbourne Group summer interns will be part of a cohort of fellow interns from other organizations. This program will focus on advancing learning through shared experiences, local speakers, and field trips.

Kilbourne Group offers paid internships. Please email your resume and cover letter to gtehven@gmail.com by February 14, 2013. Formal internship begins May 27 and concludes August 8. Dates can be negotiable.

Respect for the Past ■ Gratitude for the Present ■ Inspiration for the Future