

Accounting Internship – Onsite at M & O Exterior Applicators INC

Job Title: Assistant Bookkeeper (Onsite)

Location: 4101 Harvard Place, Frederick (Jefferson), MD

Approximately 20 minutes from Shepherdstown, WV – personal vehicle required due to lack of public transportation.

Company Overview:

M & O Exterior Applicators, Inc. is a well-established subcontracting firm specializing in commercial and occasional residential exterior finishing—primarily stucco applications. Founded in the early 1990s, the company is still led by its original two partners and operates with a small, close-knit team of 3–4 people.

Position Summary:

We are seeking a reliable and detail-oriented Assistant Bookkeeper to join our team onsite. This role is ideal for someone who enjoys working independently and is comfortable being the sole person in the office at times. While the position will begin with a set schedule, it is expected to evolve into a more flexible arrangement over time.

Key Responsibilities:

- Work independently while assisting the Controller with:
 - o Accounts Payable and Accounts Receivable
 - o Office duties such as filing, scanning, and organizing documents
- Once foundational tasks are mastered, additional responsibilities may include:
 - o Running financial reports
 - o Completing documents such as business licenses (quarterly or annually)
 - o Other duties as requested to support growth and experience

Qualifications:

- Prior experience with QuickBooks Online is required
- Basic understanding of accounting principles
- Strong attention to detail and organizational skills
- Ability to work independently and manage time effectively
- Reliable transportation to and from the office

Work Environment:

- Small office setting with 3–4 team members
- Some periods of solo work in the office
- Direct reporting to an offsite supervisor (available via Zoom and other media)

Position Details:

Time Frame: Continual until student graduates or provides notice

Hours per Week: Estimated 12 hours/week

Hourly Wage: \$20–\$23 depending on experience

Contact Information:

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