**Accounting Internship Program – Paid Internship**

**Company Description:**

Capital Commercial Investments, Inc. (CCI) is a privately-owned entrepreneurial real estate investment company focused on value-add acquisitions, development and redevelopment of commercial real estate.  CCI has traditionally had a strong presence in major cities in Texas and other Southwestern markets.   
  
**Timing:**

CCI is seeking a creative and forward thinking accounting intern who is in their third or early fourth year of their accounting major curriculum, for the spring semester of 2015. Considering the training involved and for the right candidate, ***it is possible that the candidate could be invited to begin this internship on a limited basis during the fall 2014 semester.***

**Job Description:**The accounting intern would work primarily with the Chief Financial Officer, the Assistant Controller, the Executive Vice President of Institutional Relations and the Asset Management team, in both core accounting functions and on special projects. The role requires a sound understanding of the principles of accounting and finance, including familiarity or interest in, financial statement analysis and reporting, and also partnership-structured investments.

 The internship will give the candidate outstanding exposure to the following areas:

* Bank account reconciliation;
* Accounts payable;
* Monthly financial statement package preparation;
* Tax return preparation;
* Data extraction from monthly financial reports for bank reporting and compliance purposes;
* Accounting for contributions and distributions within a Partnership’s waterfall structure;
* Detail financial and forensic analysis;
* Several asset management and investment performance tracking projects;
* Net profits worksheets per employee (current and former);
* Rollup of accounting – Property level accounting rolled up into a consolidated system;

·      Internal rate of return (IRR) and investment performance tracking projects;

·      Organization and electronic filing on shared drives of all historical accounting information.

**Skills and Education Description**In addition to a minimum overall GPA of 3.25 or higher, the ideal candidate would be someone that has a strong interest in the commercial real estate industry and partnership deal structures/accounting. As commercial real estate is an industry that several large public accounting firms tend to excel in, experience in this sector could be found to be highly desirable by public accounting firms.

* Candidates must:
  + Be working toward an MPA (Masters in Professional Accounting) or a BBA with an Accounting emphasis.
  + Have earned a GPA of 3.25 or higher in all finance and capital markets coursework, and a minimum of a 3.0 or higher in accounting classes completed to date.;
  + Have extremely strong Excel and overall computer skills;
  + Be detail-oriented and have the ability to work on multiple assignments at the same time.