



# ACCOUNTING INTERN

## ROLE DESCRIPTION

**Role Title** Accounting Intern  
**Reports To** Chief Operations & Controls Officer

LVZ offers a learning opportunity for accounting work through an internship supporting our team with tactical support. This role is best suited for an accounting or finance student in their junior year or beyond. This role can accommodate an internship requirement for college credit. This is a paid, in-person experience at our downtown Holland office.

### WHAT YOU'LL DO

- Perform essential bookkeeping and accounting functions for multiple business subsets:
  - Operating expenses
  - Accounts receivable
  - Credit card itemization
  - Advisory fee transaction recording
  - Bank reconciliations
- Maintain Quickbooks accounting records
- Manage and review office expense budget monthly
- Conduct quarterly finance reviews with firm leadership

### QUALIFICATIONS

- At least two years of collegiate coursework
- Attentive to the smallest details; willing to identify errors and take steps to rectify
- Ability to work independently and prioritize and meet deadlines
- Proficiency in Microsoft programs and ability to quickly learn new software
- Basic Quickbooks experience preferred
- Welcoming persona that is respectful to a diverse spectrum of clients and colleagues
- Desire to create and innovate processes

**Start Date** May 2026  
**Hours** 5-10 hours/week [school year], more hours available during summer  
**Salary** \$17.50/hour

**LVZ operates on five non-negotiables that define the culture of our team. You are the right culture fit if you...**

- Foster a welcoming and respectful environment for team members and client.
- Create extraordinary client experiences that exceed expectations.
- Operate on a foundation of integrity and clear communication.
- Pioneer new ideas and processes as a result of perpetual learning.
- Give generously of time, talents, and treasure to serve our communities.

Securities offered through **Harbour Investments, Inc.** member FINRA/SIPC. Investment Advisory Services offered through LVZ, Inc. LVZ, Inc. is a federally registered investment adviser. LVZ Financial Planning and LVZ Investment Management are DBAs of LVZ, Inc.

## **ABOUT LVZ**

Since our founding in 1960, LVZ has remained constant in our mission to deliver peace of mind for whatever comes next in every aspect of our firm. We started as a small firm that sold mutual funds - since then, we have expanded to manage multi-million-dollar portfolios and offering comprehensive financial planning services. Our firm has grown to manage over \$1 billion in assets across the country. Learn more about us at [www.lvzinc.com](http://www.lvzinc.com).

## **TO APPLY**

Visit <https://lvzinc.com/join-our-team> to submit your application via the form at the bottom of the page. A resume and cover letter are required as part of the application.