



Universal Accounting Software, Inc. (UAS) has developed CAVU ERP software with a focus on a variety of vertical markets. As an intern, you will gain experience in a career within ERP Information Technology which will allow you to develop and apply strategies that help clients leverage enterprise technologies to achieve a higher return on their investment, mitigate risks, streamline processes, and identify and improve operational inefficiencies. We work with a wide range of clients, from privately held companies to larger multi-location firms, and specialized entities such as The New York Police Department. Our company competes with much larger organizations and this requires that every one of us at UAS be purpose-led with a sterling work ethic.

As an Intern/Trainee, you will work with our Technical Services team of problem solvers, helping to diagnose and solve client support requests ranging from database management, accounting questions, data conversions and new client implementations. Our client-base is quite varied, so you will be exposed to many different client cultures and environments, gathering knowledge and expertise that you will build on throughout your career.

Needed Qualities

- Be curious and enjoy learning new things
- Learning how UAS operates and adds value to our clients through the user of CAVU ERP
- Be punctual, courteous, and professional at all times
- Be able to follow direction and uphold firm's code of ethics

Preferred Knowledge/Skills

Successful candidates should be able to demonstrate some abilities or a proven record of success in the following areas:

- Communicating in an organized and knowledgeable manner & delivering clear requests for information
- Quickly grasping new software programs (CAVU ERP) with a strong motivation to accelerate the learning curve
- Demonstrating interest to independently learn ERP business processes and technologies
- Learning business processes and real-life application of accounting principles
- Utilizing critical thinking and problem solving skills
- Working in a collaborative and team based environment interacting with diverse clients
- Learning how to work with database concepts and elements using technology applications (e.g. Microsoft SQL Server, VFP, Excel, etc.)

Required Field(s) of Study:

Accounting, Management Information Systems, Computer Science

Additional Educational Preferences:

Preferred cumulative GPA: 3.3

Preferred major GPA: 3.3

Please note that at this time all jobs are in-person at our Edgewater, NJ office and you must be fully vaccinated against COVID-19.