



# JOB DESCRIPTION

**Accounting Intern**  
Finance/IT Department  
Reports To: Controller  
Direct Reports: None

FLSA Status: Non-Exempt  
Effective: January 2025

## JOB SUMMARY

Perform a multitude of accounting related and reporting tasks; payable reconciliations, billing function, sales margin reporting, utility consumption and other cost analysis reports directed by Finance leadership. Other miscellaneous office administrator duties include, but are not limited to, those described below.

## JOB DUTIES AND RESPONSIBILITIES

### Accounts Payable

- Reconcile monthly vendor statements
- Reconcile monthly credit card statements

### Account Receivable

- Processing daily payment register
- Processing customer credit card payments
- Process customer billing
  - UPS daily billing
  - "Advance Billing" invoices
- Process domestic truck shipment paperwork

### Accounting Analysis & Reporting

- Update weekly margin analysis
- Update utility consumption analysis
- Process monthly cash reconciliations
- Update other accounting analysis reports as needed

### Other

- Delivery of interoffice mail
- Office/IT supply management
- Backup to receptionist/front desk responsibilities

## **JOB REQUIREMENTS**

- Must be a 2<sup>nd</sup> year student working to an associate or bachelor's degree in accounting, business management, and/or finance or have 2+ years of related work
- Strong interpersonal skills
- Strong written and verbal communication skills
- Accounting aptitude
- Good organizational skills
- Ability to handle multiple, concurrent projects and tasks
- Knowledge of word processing software (preferably Word), spreadsheets (preferably Excel) and the ability to learn new software.

## **PHYSICAL DEMANDS/WORKING CONDITIONS**

Work is performed in a typical office environment, requiring use of the phone and frequent use computer and related software. High attention to detail is required.