



## ***Job Description: Accounting Intern***

The Accounting Intern will be fully immersed in the accounting process with a focus on Accounts Receivable, Accounts Payable and GL Accounting. This is an opportunity for a college student pursuing a degree in Accounting or Business Administration to gain applicable experience within the accounting cycle. The Accounting Intern reports to both the President and Chief Financial Officer (CFO).

## ***Job Duties***

- Manage the Accounts Receivable Process including payment application and collections.
- Manage the Accounts Payable Process including entering payables and initiating payments.
- Process returns requests and credit memos for customers.
- Maintain customer files, sales tax exemption and credit worthiness
- Maintain Clean Balance Sheet Accounts
- Assist in invoicing and revenue recognition
- Assist in monitoring all purchase orders to ensure timely and accurate execution, communicate with all stakeholders as needed
- Assist in preparing monthly sales and accounting reports for analysis
- Assist in reviewing, investigating, and correcting errors and inconsistencies in financial entries, documents, and reports
- Provide clerical and administrative support to the President and Chief Financial Officer
- Assist with data projects
- Other duties that may be assigned from time to time

## ***Skills/Qualifications***

- Basic understanding of Debit, Credits and Accrual Based Accounting
- Desire to Learn
- Exceptional verbal communication skills
- Excellent listening skills
- High level of integrity and work ethic



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### ***Skills/Qualifications (continued)***

- Self-motivated, with high energy and an engaging level of enthusiasm
- Strong written communication skills
- Able to perform basic calculations and mathematical figures
- Excellent computer skills
- Great attention to detail and deadline oriented

### ***Education/Experience***

- University or college degree in progress
- Previous exposure to basic accounting principles
- Experience with ERP and CRM software

### ***Working Conditions***

- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals