

## ACCOUNTING INTERN

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The **Accounting Intern** is responsible for assisting the Accounting Department in day-to-day tasks including, but not limited to, accounts payable, account receivables and shipment duties. Work closely with the entire accounting team and assist with all administrative and data entry duties.

### **Major Duties and Responsibilities:**

- Daily filing, data entry and recording/ scanning of invoices and financial records
- Processing a given range of vendor's invoices to our SAP system
- Working with vendors to ensure we have complete data and documentation
- Working with branches and management to ensure invoices are approved accurately and timely
- Problem-solving and resolution of vendor accounts
- Arranging payment of vendor invoices in a timely and efficient manner, via weekly check run, wire or ACH payment
- Overall management of desk and general accounting function

### **Required Skill/Knowledge:**

- High School Graduate
- Recent Graduate or actively working towards a degree in Accounting, Finance or Business Related Field
- Basic understanding of GAAP and financial principles
- Data entry and organization skills
- Proficient in Microsoft Office applications ( Excel, Word and PowerPoint)
- Excellent communications and customer service skills
- Ability to handle complex problems