JOB DESCRIPTION

POSITION: Accounting Intern
SUPERVISED BY: Dan Fuhrman, Controller & Matt Crea, Assistant Controller

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POSITION SUMMARY: The Accounting Intern assists in the completion of various projects within the Finance/Accounting department as determined by the Controller/Assistant Controller.

DUTIES:

ACCOUNTS RECEIVABLE

Using NAV13/Online banking

- Entering deposits of donations, contract payments, and agency payments.
- Scanning checks as necessary into the remote deposit system.

ACCOUNTS PAYABLE

Using NAV13

- Entering vendor invoices.
- Assisting with vendor check runs.
- Filing completed/paid invoices.

AUDIT

- Assisting with pulling/compiling data and records for the annual audit—both in preparation and during the audit firm's fieldwork

OTHER

- Providing support to other Finance/Accounting department members as necessary.
- Providing support to Development department members as directed.

MINIMUM REQUIREMENTS:

- Some post secondary accounting education preferred.
- Hands-on, detail-oriented.
- Good number aptitude.
- Basic math skills.
- Microsoft Office and 10 key skills.
- Comfortable with culturally diverse communities.

TIME REQUIREMENTS AND SCHEDULE:

- **Total time requirement:** 2-3 days/week, approximately 20 hrs.
- **Days of the week:** Monday - Friday (variable)
- **Time of the day:** 10am-4pm Monday & Tuesday-Friday variable
- **Work site:** Finance department at Maplewood location

ORGANIZATION CONTACTS:

- Finance department
- Other employees across the organization, as necessary

HOW TO APPLY: Please submit cover letter and resume to Internships@2harvest.org