



## JOB DESCRIPTION

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### Accounting Intern

Spring/Summer 2015

**Brief Synopsis of Job:** An entry-level position providing hands-on experience in collegiate baseball accounting operation involving a variety of accounting functions and projects. Requires a solid background in accounting procedures. Requires computer, office, math, and communication skills. Comfortable interacting with all levels with organization as well as outside contacts. Must be a current student (undergraduate or graduate), eligible to receive college credit for internship. Strong time management and attention to details. Must have experience with Microsoft Excel and Quickbooks. This is a non-paid, for credit position.

**Reports to:** Accounting Manager

**Responsibilities:** Duties include: working with daily cash deposits, cash receipts and resolving cash receipts discrepancies. May work with petty cash. Create journal entries, weekly and monthly reports as needed. Accurately and promptly invoice customers and process customer credit/debit memos. Compile and balance charge card receipts. Perform regular accounts payable posting. Assist others within the organization when needed. All other duties as assigned.

#### Performance Standards:

- Quality of work (accuracy and timeliness are critical)
- Productivity
- Timely collection and resolution of outstanding accounts receivables issues
- Knowledge of work process
- Maintaining integrity and confidentiality
- Completion of assigned tasks on schedule
- Attendance
- Organization, cleanliness and neatness in assigned area
- Cooperation, responsiveness, dependability and proper attitude in dealing with others including co-workers and customers
- Conformance to company personnel, safety, quality, accounting and housekeeping policies, procedures and practices
- Attainment of individual written goals

Approved by: \_\_\_\_\_

Title: General Manager –  
Lakeshore Chinooks

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Title: Human Resources

Date: \_\_\_\_\_