

*SEE ROCK CITY, INC.*  
**JOB DESCRIPTION**

Title: <b>ACCOUNTING INTERN</b>	Team: Accounting
Reports to: Accounting Manager	Status: Part-Time, Hourly

**Summary**

*Accounting Intern supports the finance and accounting function of See Rock City, Inc. entities by performing day-to-day general accounting functions. Under the direction of the Accounting Manager the Accounting Intern is responsible for performing the following duties:*

**Responsibilities**

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, and values.
- Models appropriate guest and partner interaction at all times.
- Shadows the Accounts Receivable/Treasury Clerk and the Accounts Payable Clerk in performance of their duties, learning how the accounting team works as one.
- Assists with credit card chargebacks and discrepancies.
- Assists with pulling data for month end workpapers for AR and AP.
- Assists with data entry of AP invoices
- Assists with Vendor Account Maintenance
- Assists with other accounting tasks such as researching, filing and data entry.
- Performs other duties as assigned by management.

**Qualifications**

- Recent graduate or current undergraduate student with senior studies in the fields of Accounting or Finance preferred.
- Possess an outgoing, friendly personality and the ability to provide excellent guest service.
- Ability to communicate and interact effectively in one-on-one and small group situations.
- Ability to convey a professional image to partners and guests.
- Demonstrate leadership in areas of work and academics.
- Must be proficient with computers and different software programs such as Microsoft Word, Excel, and Outlook.
- Excellent written and verbal communication skills.
- Must exude superior attention to detail.
- Demonstrates excellent analyzation and problem-solving skills.
- Ability to multi-task and manage time effectively.
- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.
- Required to regularly use hands and fingers. Ability to lift/move up to 25 pounds. Required to walk, stoop, kneel or crouch frequently. Must be able to stand regularly.